SHARP

Font Writer

PERSONAL WORD PROCESSOR

FW-560

Operation Manual

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MODEL: FW-560

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Introduction

MODEL: FW-560

1. FOREWORD

Thank you for purchasing the SHARP FW-560 Font Writer. Your Font Writer's ergonomic design and state-of-the-art features will help you to prepare different types of documents quickly and efficiently. Features such as a built-in spell checker and thesaurus, merge printing and simple file management capabilities and an automatic backup function to protect your data from accidental loss are just a few of the time-saving features of the Font Writer.

Even with all the special features, you will find that the familiar keyboard and the clearly-marked keys will make your new Font Writer easy and enjoyable to use.

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2. HOW TO USE THIS MANUAL

This manual gives a wealth of information regarding your Font Writer. It includes information on the initial setting-up necessary before the machine is used, gives detailed instructions on how to operate the many features which are provided, and also lists some commonly-encountered problems and how to deal with them.

To ensure safe and correct operation and to avoid potential problems later on, it is strongly recommended that you read this section of the Operation Manual before setting-up and using your Font Writer.

Explanation of the Manual Format

The Operation Manual is divided into several sections. Each section deals with a particular feature of the Font Writer. An Appendix and an Index are also provided at the end of the manual.

Each section is further divided into chapters and headings. The chapters deal with the overall aspects of each application, such as how to add formatting or how to print the file that you have created. The headings cover details of the actual functions provided, such as the method of copying a section of text or the procedure for searching for a word or phrase.

Using the Manual Efficiently

This manual contains a great deal of detailed information about the Font Writer operation. It is not designed to be read as you might read a novel, from start to finish. Rather, it should be regarded as a reference for you to use if and when you need it.

You can often find answers to questions you may have by flicking randomly through the manual, however this approach is not recommended. If you have a question about some aspect of the Font Writer operation, there are two places which you should look first. One is the Table of Contents at the beginning of the manual, and the other is the Index at the end of the manual.

When to Use the Table of Contents

If the question is a general one, then the best place to look is in the Table of Contents under the particular feature which deals with your question.

For instance, if you want to know how to print a document from the Word Processor feature, you would find the section within the Table of Contents which deals with the Word Processor, and then look for the chapter on "Printing" in this section.

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You can thus see that the information you want is on page 77.

When to Use the Index

If your question deals with something that is a little more precise, then the Index at the end of the manual should be used. The index is a list of "key words" which refer to specific aspects of the Font Writer operation.

Besides the main entry, many items in the index also include sub-entries which are grouped together under the main entry. For instance, information on using formatting commands can be found in several places, depending on what kind of formatting you wish to do. Thus the "Format" entry includes further sub-entries which can give you more detailed directions for finding the information you require.

How to Use the Information Pointer

The pointer ( ) indicates a link between the Easy Start Manual and the Operation Manual. The Easy Start Manual shows a link to the Operation Manual using 620 20 / 560 20 where the model number is indicated by 620 / 560 and 20 / 20 indicates the page number in the main Operation Manual.

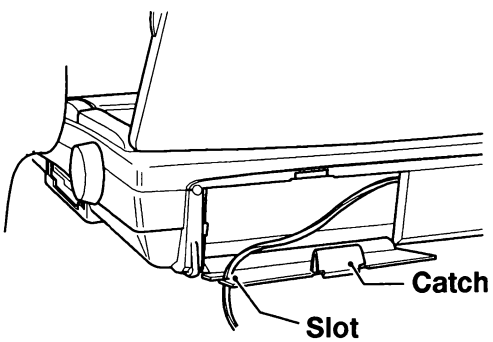
3. SETTING UP

After unpacking the Font Writer from its box, the first thing you should do is to check that all of the accessory items have been supplied. Refer to "5. EQUIPMENT AND ACCESSORIES" on page 19 for a list of all accessory items supplied with the Font Writer and the additional items used with the Font Writer.

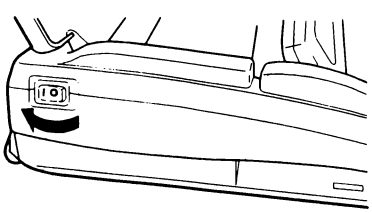
Power Supply

To turn on the power:

1. Open the compartment at the back of the machine by pushing down on the catch.
2. Take the AC power cord out of its compartment and plug it into a power point.
3. Place the cord in the slot of the cover, and snap the cover shut.



4. Push the power ON/OFF switch in the direction shown in the illustration to turn on the main power, and then open the display. (Refer to "Display" on the next page.)



The Start up screen will be displayed, and then the Font Writer main menu will be displayed. You can now select one of the Font Writer features and start working on a file.

With the Main Menu showing on the display, your Font Writer will automatically start the Self Demonstration if left unused for 10 minutes. To return to the Main Menu, simply press the Cancel key.

NOTE

One end of the power cord is permanently connected to the Font Writer. Do not try to remove it from the machine or pull it with excessive force, otherwise the cord or the connections may become damaged.

If there is a floppy disk in the floppy disk drive which contains any of the following files, these files will be automatically loaded when the power is turned on.

- *Dictionary file (user_dic.spl file)*
- *System setup file (config.fws file)*

To turn off the power:

1. *Push the power ON/OFF switch to turn off the main power.*

NOTE

Do not turn the power off while the disk access light (see pages 20 and 21) is on.

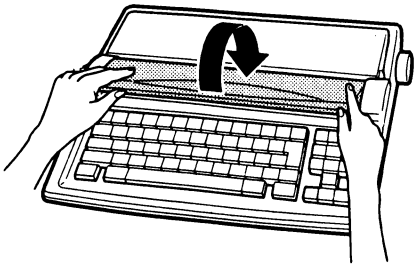
If the power is turned off while there is a document on the screen, any unsaved changes to the document will be lost. Refer to "Saving a Document" on page 37 of the "Word Processor" section.

Display

This machine has an adjustable angle Liquid Crystal Display. The size of the display is 480 x 64 dots.

To open the display:

1. Gently lift up the display until it is tilted at an angle which is comfortable for viewing.

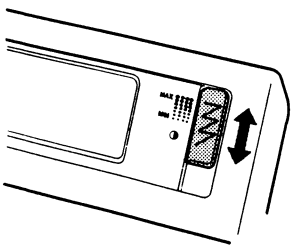


NOTE

Be sure to lift the display gently and don't push it back too far or you may break it.

Adjusting the Screen Display

If the screen display is too dark or too light, you can adjust the display to the desired setting using the contrast adjustment control. Move the adjustment control down to make the screen lighter, and move it up to make the screen darker.

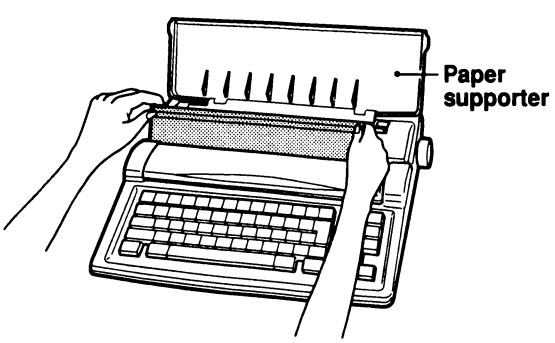


Printer Cover

The printer cover protects the print mechanism from damage and prevents foreign materials and dust from getting inside the Font Writer. The Font Writer can be used with the printer cover in place, and this is the recommended condition. However, it must be open in order to replace the ribbon cassette.

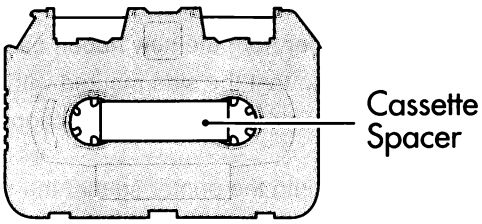
To open and close the printer cover:

1. Open the paper supporter by pulling up on the two tabs on the front left and right hand side of the supporter.
2. Tilt the Font Writer display towards you slightly to provide enough room to open the printer cover.
3. To open the printer cover, hold the far edge with both hands and pull the printer cover straight up.



4. To close the printer cover, press it gently at each end so that it snaps into place.

Ribbon Cassette



The ink ribbon for the printer is contained in a ribbon cassette which you install into the printer mechanism. The Font Writer is designed to use only the ribbon cassettes which are listed in "5. EQUIPMENT AND ACCESSORIES" on page 19 of this manual.

Three kinds of ribbon cassettes are available for use with the Font Writer. These are the single-strike ribbon cassette, the multi-strike ribbon cassette and the ribbon cassette for OHP film. Each type of ribbon has two sides, so when you come to the end of one side, you can turn the ribbon cassette over and continue using the other side.

Single-Strike Ribbon Cassette

Both sides of this ribbon can be used only once. After the whole ribbon has been used once, it cannot be used any more. Thus it is a good idea to only use it when you require the best possible print quality or when you wish to print high-density characters.

Multi-Strike Ribbon Cassette

Both sides of this ribbon can be used several times. However, the print quality will gradually deteriorate each time the ribbon is used. Thus it is a good idea to use this ribbon mainly for draft printing or test printing.

As a general guide, each side of the multi-strike ribbon can be used up to three times.

Ribbon Cassette for OHP Film

Both sides of this ribbon can be used only once. Use it when you wish to print out a file onto a piece of plastic film to use as an OHP (overhead projector) transparency.

NOTE

Store the ribbon cassettes in the place out of direct sunlight, high temperature and high humidity.

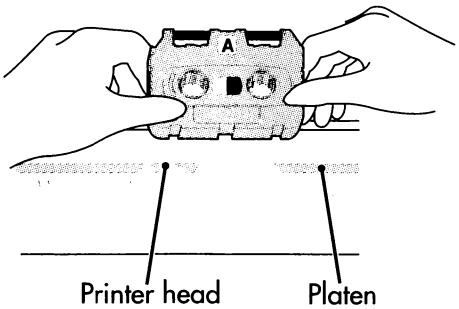
Do not store ribbon cassettes at temperatures higher than 40°C (104°F).

You can identify the different types of ribbon cassette by the colour of the reels. The single-strike ribbon cassette has black reels, the multi-strike ribbon cassette has white reels, and the ribbon cassette for OHP film has blue reels.

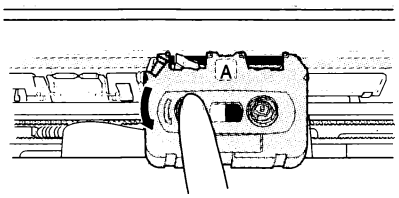
Refer to "5. EQUIPMENT AND ACCESSORIES" on page 19 for the model code for each type of ribbon cassette.

To install the ribbon cassette:

1. Open the printer cover. (Refer to "Printer Cover" on page 6.)
2. Remove the cassette spacer from the new ribbon cassette.
3. Hold the ribbon cassette so that the side marked with the "A" is facing upwards.
4. Gently turn the left reel anticlockwise (in the direction of the arrow) to take up any slack in the ink ribbon.
5. Insert the ribbon cassette into the printer so that the two spindles go in the reels of the cassette and so that the ribbon passes between the platen and the print head. Then press the ribbon cassette gently to snap it into place.



6. Turn the spindle indicated in the illustration below and check that the ribbon feeds properly.



7. Close the printer cover. (Refer to "Printer Cover" on page 6.)
8. Once the "A" side of the ribbon cassette has come to the end, take out the ribbon cassette and turn it over so that the side marked with the "B" is facing upwards.
9. Wind the ribbon on until only the black ribbon is exposed. Then install the cassette again by the same procedure as given above.

To remove the ribbon cassette:

1. Open the printer cover. (Refer to "Printer Cover" on page 6.)
2. While holding both sides of the ribbon cassette, tilt it towards you so that the ink ribbon is clear of the print head.
3. Lift up the cassette to remove it.

Handling Floppy Disks

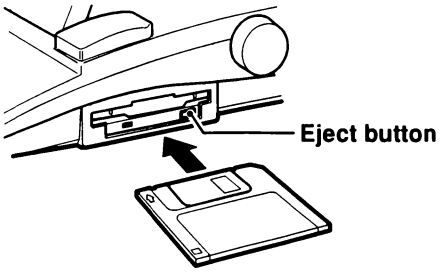
The Font Writer is equipped with a 3.5" floppy disk drive. This floppy disk drive makes it possible for you to use 3.5-inch double-sided, high density (2HD) floppy disks, which can store up to 1.44 megabytes, or approximately 1,457,000 characters of information.

The floppy disk drive can also use 3.5-inch double-sided, double-density (2DD) floppy disks, which can store up to 720 kilobytes, or approximately 730,000 characters of information.

2HD/2DD floppy disks can be purchased at electronics and computer stores. However, before using a floppy disk, it must be formatted. This means that the floppy disk must be prepared so that it can be used by the Font Writer. Refer to "Formatting a Floppy Disk" on page 201 of the "Utilities" section for details on formatting floppy disks.

To insert a floppy disk:

1. Hold the floppy disk as shown in the illustration below.



2. While holding the floppy disk in this way, insert it into the floppy disk drive and push it in gently until it clicks and the Eject button pops out.

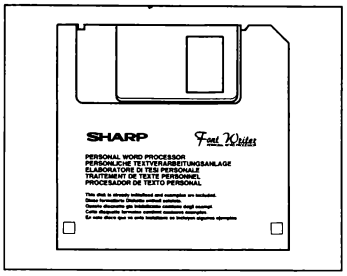
To remove a floppy disk:

1. Press the Eject button. The disk will spring out from the floppy disk drive slightly.
2. Pull out the floppy disk from the floppy disk drive.

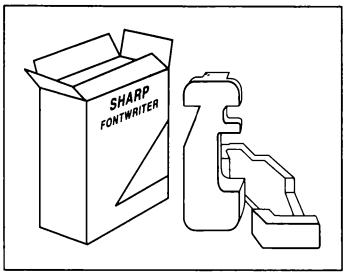
3 SETTING UP

IMPORTANT HINTS

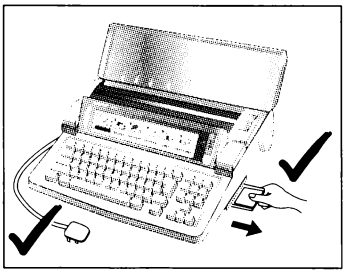
Please take note of the points below as this will make using your Font Writer much easier and safer.



1. Do not format (initialise) the demonstration which is supplied with your Font Writer. The disk contains useful files which you may want to keep for future reference.



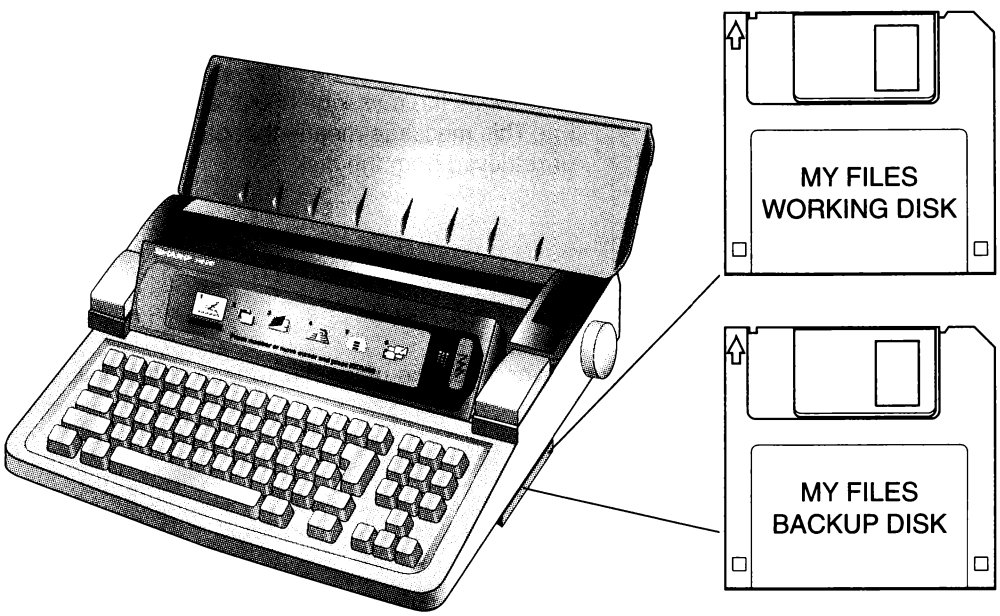
2. Please keep your packing materials. Do not throw away the packing material immediately after opening the box. You may wish to return the unit for service at a later date, and for the safe transit of the unit the packing is essential.



3. It is good practice to remove the disk and unplug the Font Writer when not in use.

IMPORTANT!

BACKING UP YOUR FILES



No matter what type of word processor or computer you use, it is important to keep duplicate copies (backups) of the work you produce. Whether the problem is a faulty disk, operator error or a machine failure, once the work is lost it is often very difficult or even impossible to get it back and hours of work may be lost.

Here is an easy tip to help you back up your files on your Font Writer.

1. Label two floppy disks in similar manner as above. (Here we have called one a working disk and the other a backup disk.).

2. When you are ready to store (save) your file on disk, insert the working disk and save the file in the normal manner onto the working disk.

3. Having saved the file, remove the working disk.

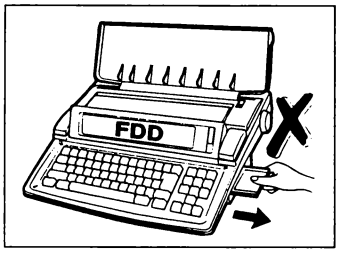
4. Insert the backup disk and store the file again onto the backup disk.

This way you have two copies of the same file on two separate disks.

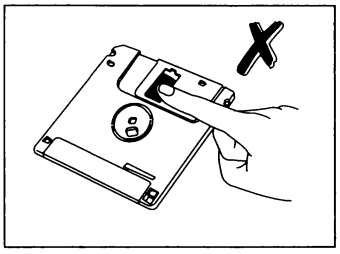
If you get into the habit of using this method of duplicating your work then if you should accidentally erase one of the files or if the disk becomes damaged, you always have a copy of the file on a second disk.

Precautions Regarding Floppy Disks

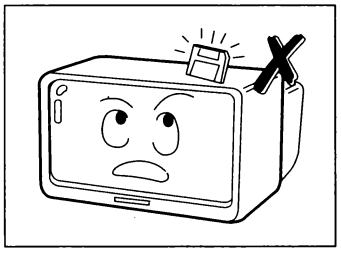
Floppy disks are extremely sensitive to environmental conditions and the method of handling. As the information which is stored on a floppy disk can be lost if the disk is not treated properly, the following points should always be observed.



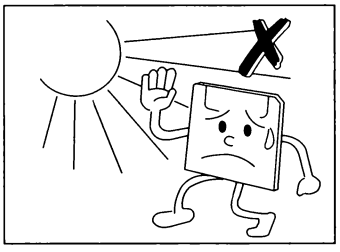
The disk must never be removed from the floppy disk drive while the message "FDD" appears in the status bar. This message means that data is being written to or retrieved from the disk.



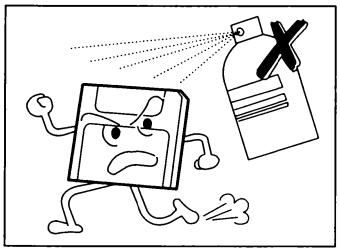
Never touch the magnetic surface of the disk.



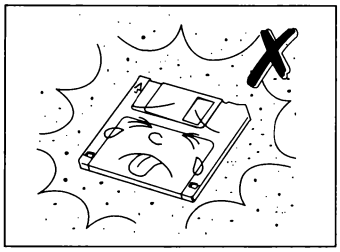
Do not place the disk near a strong magnetic source such as an audio speaker or television.



Do not leave the disk where it will be exposed to direct sunlight or extreme heat.



Never attempt to clean the floppy disk with any type of liquid, not even water.



Always store a disk in its protective cover and store it in a clean, dry location away from dust when not in use.

Paper Sizes

A variety of standard paper sizes can be used for printing your Font Writer files. These include A3 (portrait), A4, Letter, Legal, System, Invoice (5.5" x 8.5") and A5. In addition, you can define your own customised paper size. However, any paper sizes you designate yourself are of course limited by the width of the print mechanism.

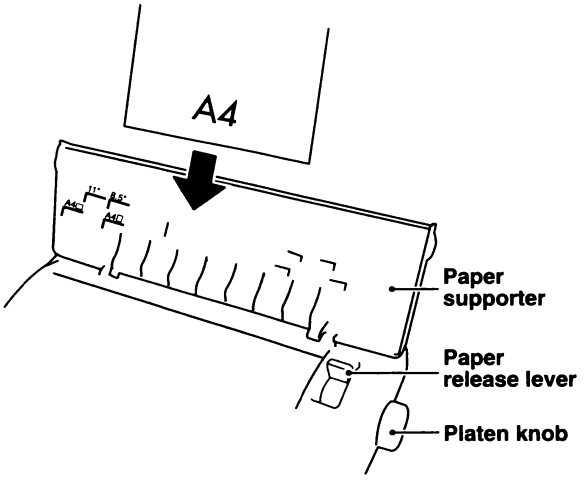
Refer to "Changing the Page Layout" on page 54 for the dimensions for the maximum and minimum values which can be used when defining your own customised paper sizes.

Inserting the Paper

Because the Font Writer reads and stores files using a floppy disk, you can edit your document as many times as possible, and then print it out only when you are satisfied with it. Accordingly, you don't need to insert any paper into the Font Writer until the time actually comes to print the document.

The paper supporter includes some paper setting guides to help you in positioning the paper. If you insert the paper without aligning it properly with these guides, the printed file might not be aligned correctly on the page and the print mechanism might be damaged.

The illustration below shows the positions of the paper setting guides on the paper supporter. To position the paper correctly, align the left edge of the paper with the left guide.



Paper Width

A3 (Portrait)/A4 (Landscape) .....A4 ▭
Letter (Landscape) .....11"

A4/Letter (Portrait) .....A4 ▯ /8.5"
A5/Invoice (Landscape) .....A4 ▭ /8.5"
Smaller size .....▷

To insert a sheet of paper:

1. Lift up the paper supporter.
2. Check that the paper release lever is pushed back so that it locks.
3. While aligning the paper with the paper size marks on the paper supporter, insert the paper behind the platen so that the paper is facing downwards with the surface to be printed on facing away from you.
4. Press [Paper] ([Ctrl] + [Cancel]). The paper will be fed into the print mechanism.
5. If the paper has been fed crookedly or if you wish to adjust the position of the paper, pull the paper release lever towards you. After straightening the paper, push the paper release lever away from you to lock the paper.
   You can also use the platen knob to adjust the position of the paper if desired.

   The paper is now set and ready for printing.

NOTE

Do not forget to return the paper release lever to its original position if adjusting the paper position. If this is not done, the paper will not be fed properly through the printer.

Do not use paper that is too thin or too thick, as this may cause problems during paper feeding and printing.

Ejecting the Paper

Once a sheet of paper has been inserted into the printer, it can be easily removed again.

To eject a sheet of paper:

1. Check that the paper release lever is pushed back so that the paper is locked.
2. Press [Paper] ([Ctrl] + [Cancel]). The sheet of paper will then be ejected automatically from the printer mechanism.

Viewing a Demonstration

The Font Writer comes with a series of pre-programmed demonstrations. You can activate these demonstrations and watch or print them to get a basic overview of what the Font Writer can do.

Important: The demonstrations can only be activated from the Font Writer Main Menu screen and not while you are in an application.

There are three ways in which the Font Writers self demonstration can be started.

1. Automatically: This occurs after the Font Writer Main Menu has been displayed for 10 minutes without any keys being pressed.
2. Shortcut Keys [Ctrl] + [D]: Whilst holding down the [Ctrl] key, press the [D] key.
3. By selecting the Self Demonstration Icon from the Main Menu.

Items 1 and 2 are stored in the Font Writer's memory (ROM) and can therefore be run without a floppy disk.
Item 3. requires the Demonstration disk to be inserted into the floppy disk drive before it can be run.

The following examples are shown by the demonstration files:-

General Features	Gives a demonstration of the general features which are available for the Font Writer.
Word Processing Example	Gives a demonstration of the Word Processor application.
Spreadsheet Example	Gives an example of creating a worksheet with the Spreadsheet application.
Loop Demonstration	The preceding three demonstrations are repeatedly shown one after the other.
ROM Demonstration	Demonstrates how to format a letter and prints some of the Font Writer's features.

ROM Demonstration
To start the ROM Self Demonstration:-

1. From the Main Menu - whilst holding down the [Ctrl] key, press the [D] key. The demonstration will start. If paper has been inserted prior to selecting the demo, the Font Writer will automatically print the Features demonstration.

The Features demonstration can also be printed straight from the Main Menu by pressing the [Ctrl] + [P] key combination.

To view and print a demonstration of the Font Writer operation.

1. Insert the demonstration floppy disk which was supplied with the Font Writer.
2. Select "**Self Demonstration**" from the Font Writer main menu and then press [Return]. The list of options will then be displayed.
3. Press the [↑] or [↓] keys to select the demonstration you wish to see, and then press [Return]. The selected demonstration will then commence.

NOTE

The General Features, Word Processing Example and Spreadsheet Example are each shown once, and then printing will start. After the demonstration, the Font Writer will return to the main menu.

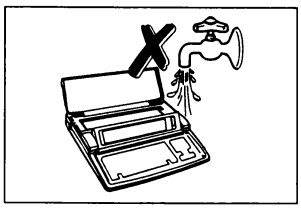
After the Loop Demonstration has shown each example once, the message "Quit the Loop Demonstration?" will be displayed. Press [Return] to quit the Loop Demonstration.

The Font Writer will return to the main menu. If you do not press [Return], the message disappears and the Loop Demonstration starts again from the first example. It will keep doing this indefinitely without printing.

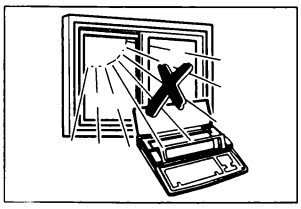
You cannot cancel a demonstration other than the Loop Demonstration while it is being carried out. You can only cancel it when it is displaying the list of options. Once cancelled, the Font Writer returns to the initial screen, and then the Font Writer main menu will be displayed.

4. PRECAUTIONS ON USE

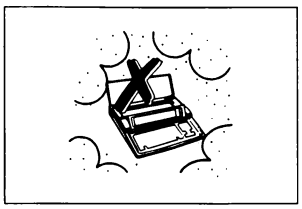
Your Sharp Font Writer will provide years of problem-free use if you observe the following precautions:



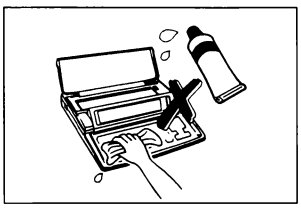
Do not splash, spray or drip water or other liquids (including spray cleaner) onto the Font Writer.



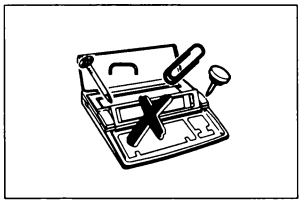
Do not expose the Font Writer to temperatures of over 60°C (140°F). The Font Writer should not be placed in direct sunlight, in a closed vehicle on a warm day, or near a heater.



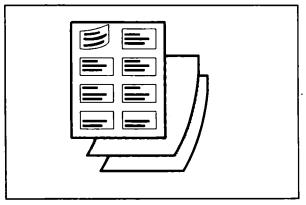
Do not use or store the Font Writer in places which are extremely dusty or have high humidity.



Do not use solvents or harsh cleaners to clean the Font Writer. To clean the outside of the Font Writer, wipe it gently with a clean, dry cloth.



Paper clips and staples can damage the machine. Do not insert paper that has any type of fastener still attached.



Be sure to use only A4/Letter sheet labels as recommended by SHARP. Using non-approval self-adhesive labels may cause damage to the machine which will not be covered under the Manufacturer's Warranty.

5. EQUIPMENT AND ACCESSORIES

Items Supplied with the Font Writer

The following items should be contained in the Font Writer packing box.

SHARP Font Writer 1
Operation Manual.....1
Easy Start Guide 1
Ribbon Cassette.....1 (Single-Strike Ribbon Cassette)
Formatted 2DD Floppy Disk.....1 (Containing the self demonstration files)

If any of the above items are missing, please contact your place of purchase straight away.

Supplies

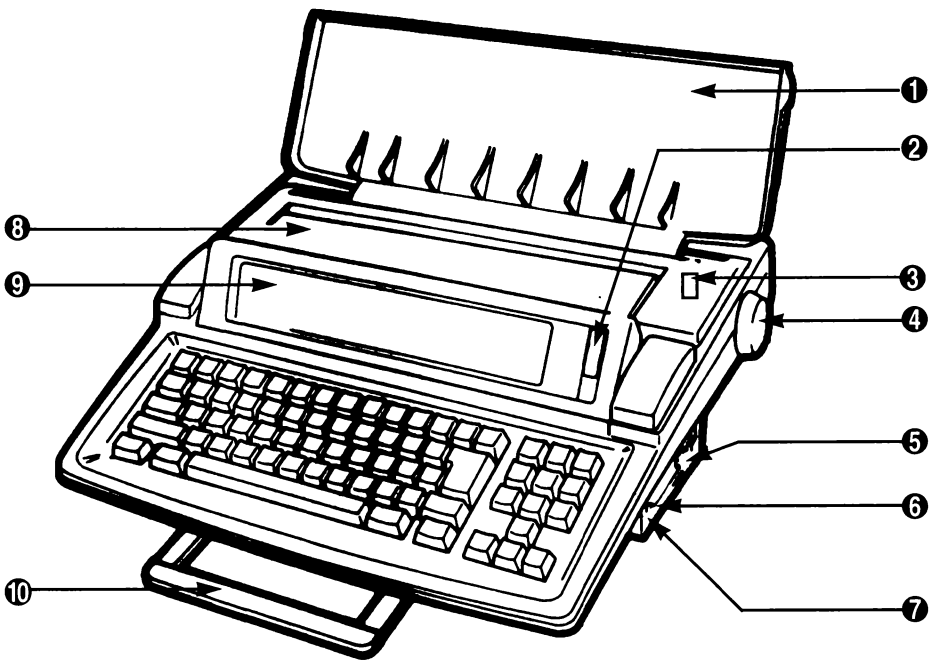
Below is a list of supplies which are provided for use with your Font Writer. For information regarding supplies and optional accessories for the Fontwriter, please contact the place of purchase. In addition, you can call the Parts Centre of SHARP ELECTRONICS (U.K.) directly on (0161) 682 1415.

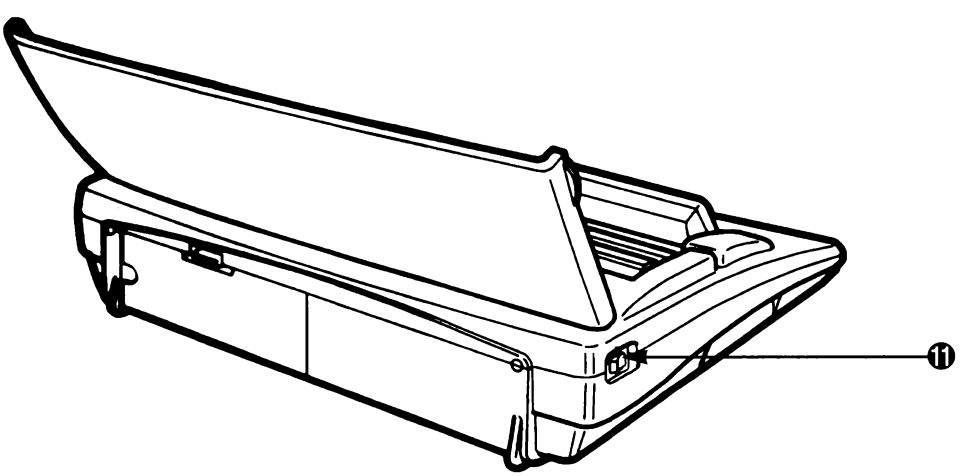
Product	Model Code
Single-Strike Ribbon Cassette	ZX-2TS1BK (dual pack)
Multi-Strike Ribbon Cassette	ZX-2TM1BK (dual pack)
Ribbon Cassette for OHP Film	ZX-2TF1BK (dual pack)
A4 Sheet Labels (16 labels per sheet)	S-16 (200 x A4 sheets)
A4 Sheet Labels (24 labels per sheet)	S-24 (200 x A4 sheets)

6. GENERAL DESCRIPTION

Part Names and Functions

Before you begin, take time to familiarise yourself with the parts of the machine and their functions.





❶ Paper Supporter

This supports the paper which has been inserted. It has a convenient scale which you can use to correctly and consistently position the paper. Close the supporter (toward you) when you have finished using the Font Writer.

❷ Contrast Adjustment Control

This is used to adjust the display contrast.

❸ Paper Release Lever

When pulled forward, the pressure on the paper is released for fine alignment or quick removal. Remember to push the lever back before printing.

❹ Platen Knob

Use this knob to manually move the inserted paper up or down.

❺ Eject Button

Pressing this button removes the floppy disk from the disk drive.

❻ Floppy Disk Drive

Insert the 3.5 inch floppy disk into here. (To ensure that there is no disk in the machine, check to see that the eject button is pushed in.)

❼ Disk Access Light

This lights up while the floppy disk drive is working.

❽ Printer Cover

This cover protects the print mechanism from damage.

❾ Display

This machine has an adjustable angle Liquid Crystal Display. The size of the display is 480 x 64 dots.

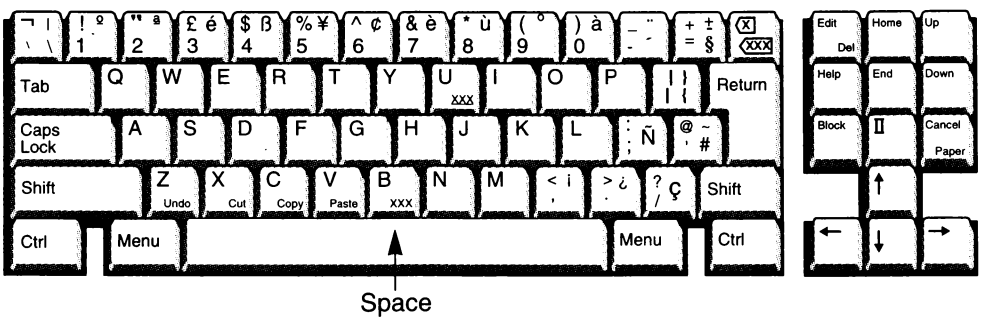
❿ Carrying Handle

Can be pulled out for carrying the Font Writer. (Do not transport the Font Writer unless the display and the paper supporter have been closed).

⓫ ON/OFF Switch

This switch turns the power on and off.

Description of the Keyboard



Tab — **Tab**
Press to move the cursor to the next tab stop in a Word Processor document.

CapsLock — **Caps Lock**
When this key is pressed, all alphabetic characters are typed in upper case, while all of the other characters keys, such as numbers and punctuation, are still typed in lower case. When the key is pressed once more, normal upper and lower case typing is resumed.

Shift — **Shift**
When this key is held down and another key is pressed, the character typed will be in upper case.

Ctrl — **Control**
Used in conjunction with certain keys to activate special functions. Like **Shift**, **Ctrl** must be held down while the other key is pressed to have the proper effect. (Refer to "Appendix A. SHORTCUT KEYS" on page 211 for a list of these Control-key combinations.)

XXX — **Underline** (**Ctrl** + **U**)
Press to turn underlining on and off.

Undo — **Undo** (**Ctrl** + **Z**)
Press to cancel the effect of the last command that was used.

Cut — **Cut** (**Ctrl** + **X**)
Press to move the contents of a block or range.

Copy — **Copy** (**Ctrl** + **C**)
Press to copy the contents of a block or range.

Paste — **Paste** (**Ctrl** + **V**)
Press to copy the contents of the last "Cut" or "Copy" command to the current cursor or pointer position.

XXX — **Bold** (**Ctrl** + **B**)
Press to turn boldface on and off.

Menu — **Menu**
Press to select a menu.

Space — **Space**
Inserts a space at the current cursor position and moves the cursor one space to the right. When held, the cursor moves continuously until the key is released.

[⌫] **Correction**
Press to delete the character which is positioned to the left of the cursor.

[⌫⌫⌫] **Word Correction**
([Ctrl] + [⌫])
Press to delete the word on which the cursor is resting.

[Return] **Return**
Press to move the cursor to the next line in a Word Processor document.
Press to insert data from the data input line into a cell in a worksheet.

[Edit] **Edit**
Press to switch the screen display mode between WYSIWYG and Quick Entry mode in the Word Processor and Label Printing applications.
Press to start editing the contents of a cell in the Spreadsheet application or a field in the Address Book application.

[Del] **Delete** ([Ctrl] + [Edit])
Press to delete the character on which the cursor is positioned.

[Help] **Help**
Press to display help messages for functions.

[Block] **Block**
Press to block data when carrying out certain commands.

[Home] **Home**
Press to move the cursor to the beginning of the current line or to the beginning of the text in a field.

[End] **End**
Press to move the cursor to the end of the current line or to the end of the text in a field.

[II] **Keyboard II**
Press to change the keyboard layout to standard or keyboard II.

[Cancel] **Cancel**
Press to cancel a selection of a command or to exit a particular function and return to the normal editing screen.

[Paper] **Paper** ([Ctrl] + [Cancel])
Press to feed the paper into the printer mechanism and to eject the paper.

[↑] Press to move the cursor up one line.

[↓] Press to move the cursor down one line.

[←] Press to move the cursor one space to the left.

[→] Press to move the cursor one space to the right.

[Up] Press to scroll the display to the previous screen.

[Down] Press to scroll the display to the next screen.

Cursor and Pointer Movement Keys

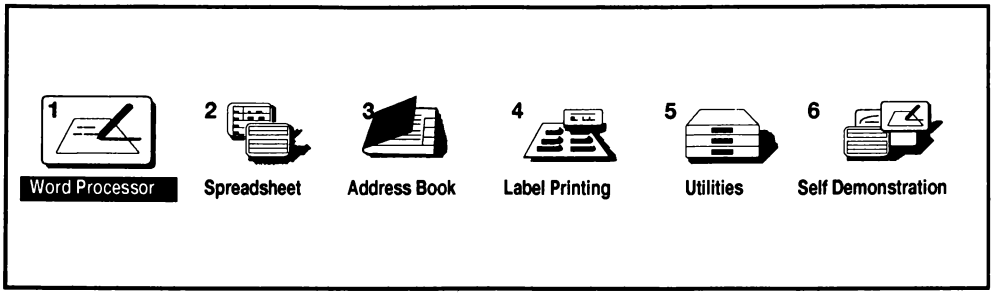
Below are a list of the keys and key combinations that you can use to move the cursor or pointer around the file on the screen.

Key	Cursor or pointer movement*
[↑]	Moves the cursor up one line when in the normal editing screen.
[↓]	Moves the cursor down one line when in the normal editing screen.
[←]	Moves the cursor one space (WP), cell (SS) or field (AB) to the left when in the normal editing screen.
[→]	Moves the cursor one space (WP), cell (SS) or field (AB) to the right when in the normal editing screen.
[Home]	Moves the cursor to the beginning of the current line (WP) or to the beginning of the text in a cell (SS) or field (AB).
[End]	Moves the cursor to the end of the current line (WP) or to the end of the text in a cell (SS) or field (AB).
[Up]	Scrolls the display to the previous screen (WP, SS) or card (AB).
[Down]	Scrolls the display to the next screen (WP, SS) or card (AB).
[Tab]	Moves the pointer one cell (SS) or field (AB) to the right.
[Shift] + [Tab]	Moves the pointer one cell (SS) or field (AB) to the left.
[Ctrl] + [↑]	Moves the cursor to the previous page in a document (WP), to a cell containing data in the worksheet (SS) or scrolls the display to the screen above (AB).
[Ctrl] + [↓]	Moves the cursor to the next page in a document (WP), to a cell containing data in the worksheet (SS) or scrolls the display to the screen below (AB).
[Ctrl] + [←]	Moves the cursor to the beginning of the word on which the cursor is currently positioned (WP), to a cell containing data in the worksheet (SS) or scrolls the display to the next screen to the left (AB).
[Ctrl] + [→]	Moves the cursor to the beginning of the next word (WP), to a cell containing data in the worksheet (SS) or scrolls the display to the next screen to the right (AB).
[Ctrl] + [Home]	Moves the cursor (WP) or pointer (SS, AB) to the beginning of the file.
[Ctrl] + [End]	Moves the cursor (WP) or pointer (SS, AB) to the end of the file.
[Ctrl] + [Up]	Scrolls the display to the next screen on the left (SS).
[Ctrl] + [Down]	Scrolls the display to the next screen on the right (SS).

* WP = Word Processor SS = Spreadsheet AB = Address Book

Font Writer Main Menu

When you turn on the power supply for the Font Writer, the Font Writer main menu will be displayed on the screen.



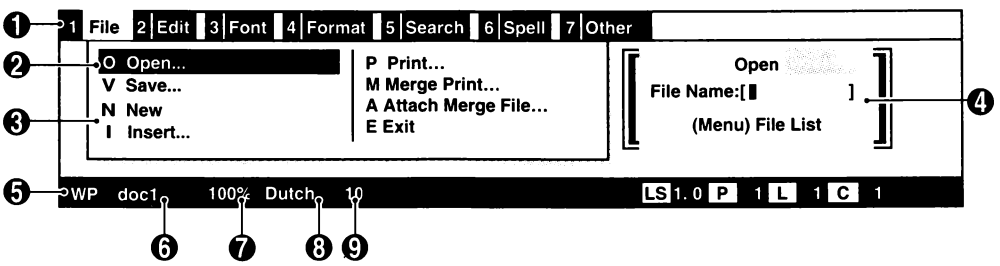
From the main menu, you can select one of the Font Writer features (or "applications") which you would like to use.

Word Processor	For creating and printing various kinds of documents, including form letters
Spreadsheet	For creating and printing spreadsheets, or tables containing values
Address Book	For creating lists of specific information in the manner of an address book or card file
Label Printing	For creating and printing labels using data from an address book file
Utilities	For carrying out general maintenance for the Font Writer system and floppy disks
Self Demonstration	For displaying or printing out demonstrations of the Font Writer features

To activate one of the applications from the main menu, use the arrow keys to highlight the application you would like to use, and then press Return. The selected application will then start up, and soon the initial screen for that application will be displayed.

General Screen Layout

Each general screen layout differs in appearance depending on which application it belongs to. However, there are certain aspects of the screen displays which are common to all of the applications. These are shown below. For further details on each initial screen, refer to the "Introduction" section for each application.



* The above illustration is shown for explanation purposes. It is slightly different from the actual screen

❶ Menu bar

Appears when [Menu] is pressed, and lists the names of the menus that can be selected.

❷ Menu name

Shows the type of commands that can be selected from that particular menu. The "..." after a menu name signifies that the command has a dialogue box.

❸ Pull-down menu

Contains a list of commands that can be selected from a menu item.

❹ Dialogue box

Contains a list of additional commands that can be used or places where you can make choices or enter values.

❺ Status bar

Shows various information about the current status, including how much memory capacity is left, what the current typeface being used is, and what the current point size being used is.

❻ File name

Indicates the name of the current file. If the file has not yet been saved, this area will be blank.

❼ Percentage of memory unused

Indicates the amount of memory available.

❽ Current typeface

Shows the typeface that is currently in use.

❾ Current point size

Shows the point size of characters that is currently in use.

NOTE

It is possible to turn the menu bar and status bar on and off. (Refer to "5. SYSTEM SET UP" on page 206 of the "Utilities" section for details on how to do this.)

Using the Pull-down Menus

A pull-down menu is the box containing the list of commands which you can select from a menu item.

The pull-down menus list the various commands available in an easy-to-see format. Similar commands are arranged together in the same menu under a single menu name. For instance, the commands to "save" a file, "open" a file or start a "new" file are all listed in the "File" menu.

To select a command from a pull-down menu:

1. Press [Menu] to select a menu name. The selected menu name will be highlighted in the menu bar.

   When you press [Menu], it is the **"File"** menu name which is highlighted first.

2. Press [→] or [←] to select the desired menu name, and then press [↓] or [Return] to open the menu.

   Instead of using the arrow keys to select the menu name, you can also type the number which appears to the left of the menu name. (For example, press [2] to select the "Edit" menu.)

3. Press [↑] or [↓] to select the desired command from the menu, and then press [Return]. The operation associated with that command will then be carried out.

   Instead of using the arrow keys to select the command from the menu, you can also simply type the character which appears to the left of the desired command.

Shortcut Keys

If a single key or key combination such as "[Ctrl] + [C]" or "[Ctrl] + [A]" appears beside a command in a menu, it means that this particular command can also be operated by pressing these keys. Such keys are called "shortcut keys".

Shortcut keys only operate when you are in the normal editing screen. They will not operate while a menu is selected or a pull-down menu is displayed. (Refer to "Appendix A. SHORTCUT KEYS" on page 211 for a list of all shortcut keys and their functions.)

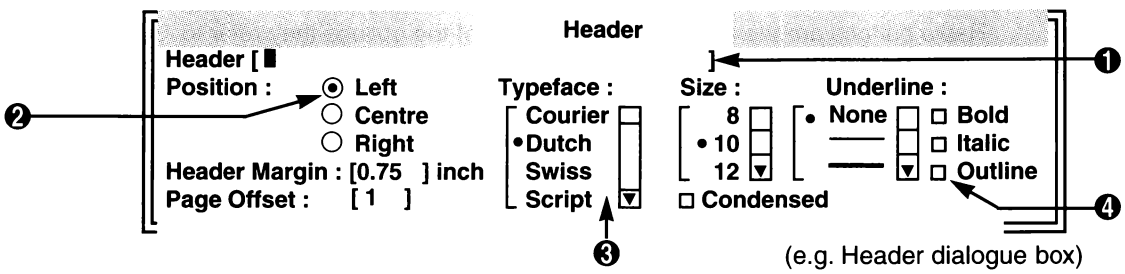
NOTE

Sometimes it will not be possible to select certain menu commands. For instance, you cannot "cut" or "copy" text unless some text has first been selected by "blocking". If a command is not available for selection, it will be enclosed in brackets in the menu.

If you wish to cancel a selection of a menu, press [Menu] once more or [Cancel].

Selecting Items inside Dialogue Boxes

A dialogue box is displayed on the screen after certain commands which have "..." after the menu name are selected. These dialogue boxes contain options which you can select, or spaces where you have to enter some kind of value, such as a page margin. The illustration below shows an example of a dialogue box.



(e.g. Header dialogue box)

There are various keys which you can use to move between items in the dialogue box and to make selections.

Tab	Press to move to the next item in the dialogue box.
Shift + Tab	Press to move to the previous item in the dialogue box.
↑ ← ↓ →	Use these keys to select one of the available options for an item.
Space	Press to select or deselect an option. (When an option is selected, the check box next to that option will be filled; if the option is not selected, the check box will be empty.)
Return	Press to accept the settings and execute the command. If there are several items that are available for selection, press Return only after all settings have been completed.
Cancel	Press to cancel all the settings which have been made in the dialogue box. You will then return to the original screen and the command selected will not be executed.

❶ Input lines

An input line consists of a space enclosed by square brackets ("[" and "]"). To enter a setting into this line, delete any previous setting by using [X] and then type in the data directly.

❷ Radio buttons

Radio buttons are the small circles to the left of the options they refer to. Selected radio buttons contain a small black dot, while deselected radio buttons are empty. Radio buttons are selected by using the arrow keys.

Radio buttons are used to select one option from among two or more choices. Only one option can be selected at a time. For instance, the header position may be either "Left", "Centre" or "Right", but not more than one of them at the same time.

❸ List boxes

Some dialogue boxes contain list boxes which show a list of things such as character typefaces.

The item currently selected is indicated by a small black dot at the left of the option. Small black triangles at the right side of the box indicate that there are other options above or below those currently being displayed.

The following keys can be used to move the cursor around within a list box.

[↑] [←] [↓] [→]	Use these keys to select different options in the list box.
[Up]	Press to view options in the list before the ones currently displayed.
[Down]	Press to view options in the list after the ones currently displayed.

❹ Check boxes

Check boxes appear as small squares to the left of the items they refer to. A check box can be either filled in or empty. If it is filled in, it means that the relevant item has been selected, or is active. If it is empty, the item has not been selected. Check boxes are selected and deselected by pressing [Space].

Check boxes can be selected and deselected independently of each other. Thus two or more check boxes can be selected simultaneously in a dialogue box.

Using the Help Function

Using the Help function is a useful way to get information and suggestions about the operations you are currently performing. A series of Help screens are displayed to guide you towards the information you wish to find to assist you.

You can use the Help function from the normal editing screen to get help information about general aspects of the Font Writer operation.

To use the Help function:

1. Press [Help]. The Help Index screen will be displayed. Items with more information are indicated with 【 】.

```
Word Processor Help
Select the title in brackets [   ] by ( ▼ ), ( ▲ ), keys, then press (Return).

Function Menu in Word Processor
 [File]  : Retrieves, saves or prints a document
 [Edit ] : Cuts, copies, pastes a block or changes the editing mode
 [Font]  : Enters special characters or changes character attributes
< Index      > (Cancel)  Exit : (Return)  Select                Page 1/6
```

2. Press [↑] or [↓] to select an item to get more information about, and then press [Return].
3. After reading the information in the Help screen, press [Cancel] to return to the normal editing screen.

   If you want to go back to the previous screen displayed, press [Help].

   The total number of pages for that topic will be indicated in the bottom right of the screen. You can press [Down] to move to the next page, and [Up] to move to the previous page.

The Font Writer Help function also has a powerful feature which makes it possible to get specific information about the operation you are currently carrying out. This feature is called "context-sensitive" help.

For example, if a menu name is highlighted in the menu bar when [Help] is pressed, the initial Help Index screen will be skipped and the Help function will display help topics for the menu highlighted. Similarly, if a dialogue box is being displayed, the Help function will immediately display help information for the dialogue box.

NOTE

If you press [Cancel] at any time while a Help screen is being displayed, the Help function will be cancelled and the screen will return to the display before [Help] was pressed.
The Help function cannot be used at the following times:

- *While the Help function is already active*
- *While a file is being printed out*
- *While a file is being retrieved from or saved to a floppy disk*
- *While the "Special Characters" dialogue box is displayed on the screen*

Word Processor

MODEL: FW-560

1. INTRODUCTION

The Word Processor is a simple and yet powerful tool for creating documents such as letters, business reports and memos.

The Word Processor application of the Font Writer is much more powerful than a simple typewriter. Making changes to a document that has been prepared using a typewriter, for instance removing a sentence or adding a new paragraph, usually requires retyping the whole document. Electronic typewriters can offer limited solutions to such problems, but for large-scale changes, retyping is still often necessary.

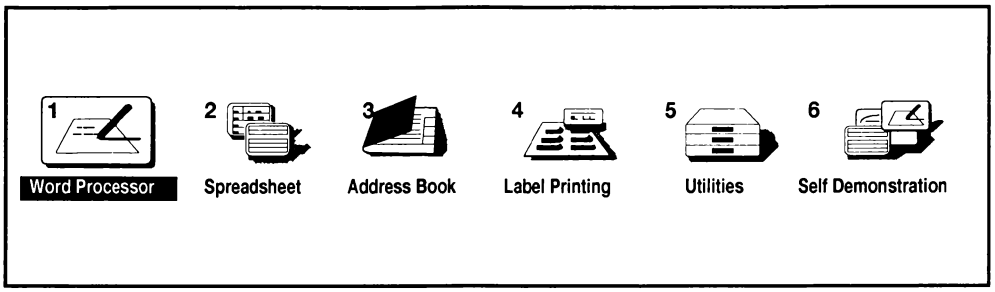
One of the major features of the Word Processor is that it eliminates the need for retyping the whole document again just because of some small changes that need to be made. You simply retrieve the original document from a floppy disk and incorporate the changes.

In addition to simply typing in text, the Word Processor is also equipped with a wide range of sophisticated formatting commands that can be used to make the information in the document easier to read or simply to increase the document's overall visual appeal. Also a built-in spell checker gives that final touch of professionalism to your document by checking for spelling errors.

Starting the Word Processor

To start the Word Processor application:

1. After the Font Writer is switched on, the Font Writer main menu will be displayed on the screen.



2. Press [→] or [←] to select "**Word Processor**", or press [1] and then press [Return]. The Word Processor application will start up, and soon the initial screen will be displayed. (See next page.) You can now go straight ahead and start creating a document.

Explanation of the Word Processor Screen

After the Word Processor has started up, the initial Word Processor screen will be displayed:

* The above illustration is shown for explanation purposes. It is slightly different from the actual initial Word Processor screen.

❶ Document space

This is the area where the actual text in the document appears.

❷ Status bar

The status bar on the bottom of the screen shows information such as the screen display mode, the current page number, and which attributes are active if any. The following table shows the meaning of the attribute symbols which appear in the status bar.

]C[	Condensed	B	Bold	U	Underline
/	Italic	O	Outline	S'	Superscript
S.	Subscript	II	Keyboard II	⇧	Caps lock
✥	Block active				

LS Indicates the selected line spacing.

P Indicates which page of the text the cursor is on.

L Indicates which line of the current page the cursor is on.

C Indicates which column of the current line the cursor is in.
One column equals approximately 1/12 of an inch.

It is possible to turn off the status bar so that it is not displayed. (Refer to "5. SYSTEM SETUP" on page 206 of the "Utilities" section for details on how to do this.)

Exiting the Word Processor

If you exit the Word Processor application without saving the current document, any changes to the document which have not been saved will be lost.
Refer to "Saving a Document" on page 37 for details of the options available when saving a document.

To exit the Word Processor:

1. Press [Menu], type [1] (**File**) and then type [E] (**Exit**).
2. If there is a document on the screen which has been changed since the last time it was saved, the following warning message will be displayed.

```
Your latest changes have not been saved.
                Exit?
            [Yes]   [No]
```

Using the arrow keys, select "**Yes**" to exit without saving and return to the Font Writer main menu, or "**No**" to cancel the exit and return to the normal editing screen. Then press [Return].

2. WORKING WITH A DOCUMENT

Starting a New Document

When you start the Word Processor application by selecting it from the main menu, a blank document with no file name will be displayed. You can then start entering data into this blank document straight away.

If you are already working on a document but would like to start over with a new document, you can clear the current document to obtain a blank screen.

To start a new document:

1. Press [Menu], type [1] (**File**) and then type [N] (**New**).
   If you are already working on a document which hasn't been saved since it was last modified, the following warning message will appear.

```
Your latest changes have not been saved.
                Erase?
            [Yes]   [No]
```

2. Select "**Yes**" to clear the current document without saving it, or select "**No**" to return to the editing screen, and then press [Return]. If you wish to save your document, refer to "Saving a Document" on page 37.

   If you selected "Yes," the document which you are currently working with will be cleared and a blank document screen will be displayed.

NOTE
When you start a new document in this way, all tab settings, header and footer settings and paragraph formatting, etc. will be returned to the default settings.

Saving a Document

You can save the document that you have created using the Word Processor application onto a floppy disk. In this way, you can keep a copy of the document for editing or printing later.

To save the current document:

1. Insert a floppy disk onto which you wish to save the document into the floppy disk drive.
2. Press [Menu], type [1] (**File**) and then type [V] (**Save**). You will be prompted for a file name by which to save the document.

```
Save
File Name:[■          ]  Date:[          ]

(Menu) File List
```

3. Type in the file name under which you wish to save the document. A file name can be a maximum of 8 characters long. (Refer to "Valid File Names" on page 194 of the "Utilities" section for details on entering file names.) Press [Tab] and type in the date if desired and then press [Return].

   The numbers for the date should be entered in the order "day", "month" and "year". (Refer to "Entering Dates" on page 210 of the "Utilities" section for details on how to enter dates.) Each number can be separated by a slash (/), hyphen (-) or period (.).

   You can also press [Menu] to see a list of all document files on the floppy disk. Use the arrow keys to select the file name by which to save the file and then press [Return]. In this case, the file on the floppy disk will be replaced by the file currently on the screen.

   If the document has already been saved once, the file name under which it was saved will appear in the "File Name" line. Press [Return] to save it under this file name (the file on the screen will be replaced with the file on the floppy disk), or delete the file name and type in a new file name. Then press [Return] to save the document.

NOTE

If you type in a new file name under which to save the document, the document with the old name will still remain on the floppy disk.

You can save a Word Processor document even if it has no text in it. This can be used to create a template document which contains all the required formatting.

Document files are displayed in the file list with a ".wp" extension. For details on extensions, refer to "Explanation of File Extensions" on page 219 of Appendix D.

You cannot have two files with the same name on the disk.

Retrieving a Document

If you have previously created a document and saved it on a floppy disk, you can then retrieve that document for further editing or printing.

To retrieve a document from a floppy disk:

1. Insert the floppy disk containing the document to be retrieved into the floppy disk drive.
2. Press [Menu], type [1] (**File**) and then type [O] (**Open**). The following dialogue box will then be displayed.

```
[ Open
  File Name: [■          ]
  (Menu) File List ]
```

3. Type in the file name of the document you wish to retrieve.

   You can also press [Menu] to see a list of all document files on the floppy disk. Use the arrow keys to select the file to be retrieved. If you wish to return to the "File Name" line, press [Tab].

4. Once the file to be retrieved has been typed in or selected, press [Return]. The file will then be retrieved and the file name will appear in the status bar.

NOTE

If you type in a file name which does not match any file that is stored on the floppy disk, the error message "File not found." is displayed on the screen. Press [Return] to clear this message, and then enter the correct file name.

If you would like to retrieve a file which is not a Font Writer document file, you must first convert it before retrieving it. Refer to "Converting a File" on page 199 of the "Utilities" section for details on how to convert a file.

3. INSERTING AND EDITING TEXT IN A DOCUMENT

Typing Text into a Document

Text can be entered into the document simply by typing from the keyboard. The typed characters will be inserted at the cursor position and the cursor will move along as you type.

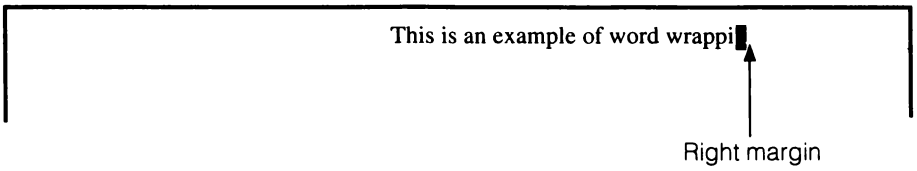
There are some special features which are provided to assist in making the typing and editing of text much easier.

To insert new characters into the document:
1. Position the cursor at the place to insert the characters.
2. Type the characters to be inserted.

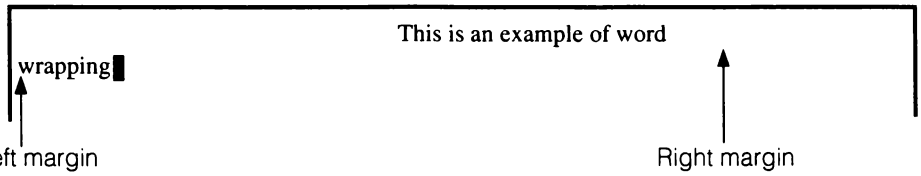
Word Wrapping

When you reach the end of a line while you are typing, the first word which crosses the right margin is automatically moved to the next line without your having to press Return at the end of each line. This is called "word wrapping".

Words are wrapped when a word crosses the right margin, or when a "soft hyphen" is inserted to split the word. (Refer to "Normal and Soft Hyphens" on the next page.)



In the illustration above, the sentence has reached the right margin halfway through the word "wrapping".



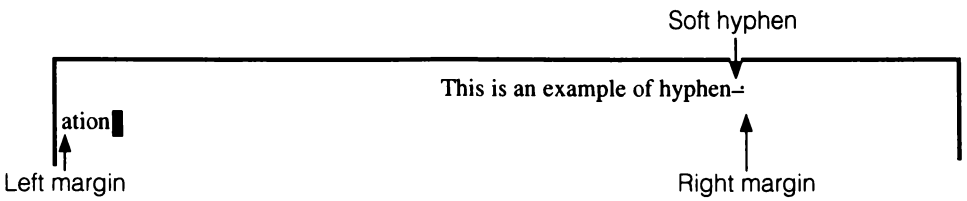
When additional characters in the word are typed, the word "wrapping" is wrapped to the next line without your having to press Return.

NOTE
If you press Return at the end of a line, it will signify the end of the paragraph.

Normal and Soft Hyphens

A "normal" hyphen is the hyphen which is inserted into the document when you press the "hyphen" key on the keyboard (to the right of the "0" key). A word which contains a normal hyphen will not be split at the hyphen when it crosses the right margin.
If you want a word to be split at a hyphenation point, you should insert a "soft" hyphen instead.

A soft hyphen is not normally displayed. However, if a word containing a soft hyphen crosses the right margin, the word is hyphenated and the soft hyphen will then display as a hyphen. If the sentence format is later changed so that the word is no longer at the right margin, the soft hyphen will disappear again.



To insert a soft hyphen:

1. Move the cursor to the place in a word where you wish to insert a soft hyphen.
2. Press [Ctrl] + [-]. A soft hyphen "¬" will then be inserted into the word at the cursor position.

NOTE

A soft hyphen can be deleted in the same way as a normal character.

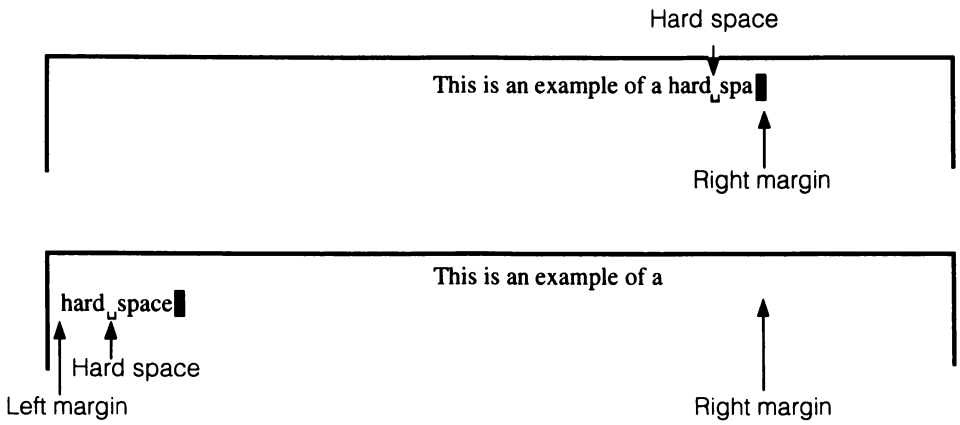
When the cursor moves through a word containing a soft hyphen, the cursor will stop temporarily at the soft hyphen to indicate its position.

Although soft hyphens are not normally visible in the normal editing screen, they are visible in the text input line in Quick Entry mode.

A normal hyphen is displayed as "- ", and a soft hyphen is displayed as "¬ ".

Hard Spaces

Words are normally wrapped at spaces. However, sometimes you may wish to keep two or more words together so that they do not become separated by word wrapping. To do this, you can enter a special kind of space which is called a "hard" space. When two or more words which are connected by a hard space cross the right margin, they are wrapped to the next line as if they were one word.



To insert a hard space:

1. Move the cursor to the place in a sentence where you wish to insert a hard space.
2. Press [Ctrl] + [Space]. A hard space " ␣ " will then be inserted at the current cursor position.

NOTE

A hard space can be deleted in the same way as a normal character.

A hard space is displayed as " ␣ ".

Making Corrections to Text

You will find that making corrections to typing errors is easy in the Word Processor. It offers several alternative methods for correcting single characters or words.

To correct the character which is to the left of the cursor:

1. Position the cursor to the right of the character to be deleted.
2. Press [⌫].
   The character will be deleted.
3. Type the correct character.

To correct the character which the cursor is on:

1. Position the cursor on the character to be deleted.
2. Press [Del] ([Ctrl] + [Edit]).
   The character will be deleted.
3. Type the correct character.

To correct a whole word:

1. Position the cursor anywhere within the word to be corrected.
2. Press [⌫⌫⌫] ([Ctrl] + [⌫]).
   The whole word will be deleted.
3. Type the correct word.

NOTE

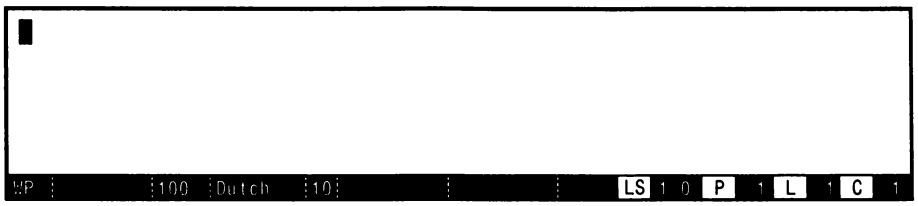
It is not possible to directly type over existing words in a document. You must first delete the unwanted characters and then type the new characters.

If you wish to delete a block of text, refer to "Deleting Text" on page 48.

Typing and Editing in Quick Entry Mode

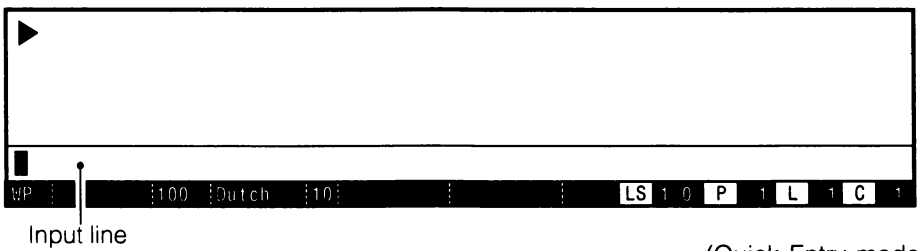
There are two basic modes in which the Word Processor screen is displayed. These are the "WYSIWYG" mode and the "Quick Entry" mode.

"WYSIWYG" stands for "What You See Is What You Get". In this mode, the appearance of the screen display is very close to the actual appearance of the document once it is printed out. When the Word Processor application is started up, the screen is always displayed in WYSIWYG mode.



(WYSIWYG mode)

In Quick Entry mode, however, an extra line called the "input line" is added to the bottom of the document screen, above the status bar. This input line shows the document text in the special screen font. It doesn't show any of the typeface or point size differences or other attributes which you may have added to the text. Instead, it displays "control codes" which mark where such attributes are turned on and off.



(Quick Entry mode)

To switch the display between WYSIWYG and Quick Entry modes:

1. Press [Menu], select [2] (**Edit**), and type [Q] (**Quick Entry**), or press [Edit]. If the screen is currently displayed in WYSIWYG mode, it will switch to Quick Entry mode, and if it is currently displayed in Quick Entry mode, it will switch to WYSIWYG mode.

There are two cursors which appear on the screen in Quick Entry mode. The normal rectangular cursor appears in the input line. A triangular cursor also appears in the main text area. This cursor stays at the left edge of the page and indicates which line is currently being displayed in the input line.

When you type text into the document in Quick Entry mode, the text first appears in the input line. The main part of the document remains unchanged. If you wish to display the text in the main part of the document, press [Menu], type [2] (**Edit**) and then type [R] (**Redraw**), or press [Ctrl] + [D]. This can also be done by pressing [Block], [↓] or [↑].

The Quick Entry mode of display can be useful in the following situations:

1. If the document contains a lot of characters with different typefaces or point sizes, for instance, it can take longer for the screen to be refreshed when a change is made in WYSIWYG mode. Thus the Quick Entry mode is useful when you wish simply to enter straight text.
2. In WYSIWYG mode, if some characters have been set to a very small point size, it can be difficult to read them on the screen. Because all characters in the input line are displayed in an easy-to-see fixed typeface and point size, it can be easier to see and work with such text in Quick Entry mode.

You can think of it in this way: the WYSIWYG display is useful for seeing how the document will finally look when printed, whereas the Quick Entry mode is useful if you are in the process of entering data and do not wish to worry about the document formatting for the time being.

NOTE

All of the normal Word Processor features, including cursor movement keys and menu commands such as text and page formatting, work in exactly the same way in both Quick Entry mode and WYSIWYG mode.

The text in the input line will not be displayed while text is being blocked in Quick Entry mode.

Explanation of Control Codes

The Font Writer uses some special codes called "control codes" to show where formatting changes occur in a document.

The following control codes appear in the normal editing screen:

- ↵ Indicates the position of a return.
- → Indicates the position of a tab stop (in the input line of Quick Entry mode).
- P Indicates the position of a page break.
- ⊙ Indicates the position of a merge code.

The above control codes can be deleted in the same way as a normal character.

In addition, the following control codes appear in the input line in Quick Entry mode:

- C Indicates the point where a character attribute is turned on.
- C Indicates the point where a character attribute is turned off.
- P Indicates the point where paragraph formatting starts.
- P Indicates the point where paragraph formatting ends.
- T Indicates a point where a new tab setting has been entered.

It is not possible to delete these codes by pressing [Del] ([Ctrl] + [Edit]) or [⌫]. You must follow the same procedure as in the normal WYSIWYG screen to turn off the respective attributes. (Refer to "Changing the Appearance of Text" on page 61.)
If you delete all the text between two "on" and "off" control codes (e.g. C and C), then both of these control codes are also deleted.

Redrawing the Screen

Text which has been inserted into the input line in Quick Entry mode does not normally appear in the WYSIWYG screen until [↓] or [↑] is pressed.
However, you can check how the text entered in the input line will appear in the WYSIWYG screen at any time by using the "Redraw" command.

To redraw the screen manually:

1. Press [Menu], type [2] (**Edit**) and then type [R] (**Redraw**), or press [Ctrl] + [D]. The screen will then be redrawn.

Blocking Text

"Blocking" refers to the process of selecting text to which a command, such as deleting, moving or formatting, is to be applied. Blocked text is highlighted on the screen to indicate that it has been blocked.

To block a section of text:

1. Position the cursor in the document at the point where you wish blocking to begin.
2. Press [Block] to start blocking.
3. Press the cursor movement keys to block the desired text. While blocking is active, the "✥" symbol will appear in the status bar. (Refer to "Cursor and Pointer Movement Keys" on page 24 for the full range of cursor movement keys that are available.)

   Once the desired text has been blocked, you can then perform a wide variety of operations on the blocked text.

NOTE

To cancel blocking, press [Cancel].

The following functions can be applied to blocked sections of text:

Copying text:	*(Refer to "Copying Text" on page 47.)*
Moving text:	*(Refer to "Moving Text" on page 48.)*
Deleting text:	*(Refer to "Deleting Text" on page 48.)*
Adding character attributes:	*(Refer to "Changing the Appearance of Text" on page 61.)*
Formatting paragraphs:	*(Refer to "Formatting Paragraphs" on page 64.)*
Setting tabs:	*(Refer to "Setting the Position of Tabs" on page 56.)*

If you press [Block] in Quick Entry mode, the cursor automatically moves to the WYSIWYG screen. You cannot block text in the input line.

Copying Text

If you wish to include part of your document in another part of the same document, it is not necessary to type the whole section again; instead, you can "block" the section and copy the block.

To copy a block of text:

1. Block the section of text to be copied. (Refer to "Blocking Text" on page 46 for instructions on how to block text.)
2. Press [Menu], type [2] (**Edit**) and then type [C] (**Copy**), or press [Ctrl] + [C].
3. Move the cursor to the place where the blocked text is to be copied.
4. Press [Menu], type [2] (**Edit**) and then type [V] (**Paste**), or press [Ctrl] + [V]. The text which was copied in step 2. will be inserted at the new cursor position.

NOTE

If you made a mistake in copying text, you can reverse the operation using the "Undo" command (refer to "Undoing the Effect of the Last Command" on page 52) or by pressing [Ctrl] + [Z].

If you try to copy a section of text that is too big, the error message "Range specified is too large." will be displayed on the screen. Press [Return] to return to the blocked text, and reduce the size of the block.

If you print the document before pasting, any text which was copied will be cleared from the temporary buffer memory. You must copy it again before it can be pasted.

Formatting attributes such as alignment, line spacing, indents, shading and tab settings cannot be copied.

If there is not enough memory to hold the document once text has been pasted, the error message "Memory full." will be displayed on the screen, and pasting will not be possible. Press [Return] to clear the message and return to the normal editing screen, and then delete unnecessary parts of the file to make it smaller.

Moving Text

Moving text is done in exactly the same way as copying text. The only difference is that the text in the original position will be deleted.

To move text from one place in the document to another:

1. Block the section of text to be moved. (Refer to "Blocking Text" on page 46 for instructions on how to block text.)
2. Press [Menu], type [2] (**Edit**) and then type [X] (**Cut**), or press [Ctrl] + [X]. The blocked text will then be deleted.
3. Move the cursor to the place where the blocked text is to be pasted.
4. Press [Menu], type [2] (**Edit**) and then type [V] (**Paste**), or press [Ctrl] + [V]. The text which was deleted in step 2. will be inserted at the new cursor position.

NOTE

If you made a mistake in moving text, you can reverse the operation using the "Undo" command (refer to "Undoing the Effect of the Last Command" on page 52) or by pressing [Ctrl] + [Z]. The place where the text was pasted will be returned to its original condition, but the text which was cut will not be restored to its original condition.

Deleting Text

Text is usually deleted by pressing [⌫]. However, this deletes the text character by character, and if you have a large area of text to be deleted, it can be tedious and take a lot of time.
You can use the "Block" command to delete large sections of text quickly and easily.

To delete text using "Block":

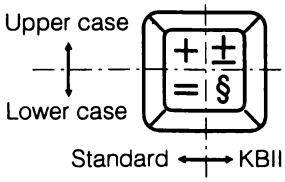
1. Block the section of text to be deleted. (Refer to "Blocking Text" on page 46 for instructions on how to block text.)
2. Press [⌫] or [Del] ([Ctrl] + [Edit]). The blocked text will then be deleted.

NOTE

If you made a mistake in deleting text, you can restore the deleted text using the "Undo" command (refer to "Undoing the Effect of the Last Command" on page 52) or by pressing [Ctrl] + [Z].

Using Keyboard II

To increase the range of characters available, a Keyboard II feature has been included. Characters located on the left side of the keys are accessed from the standard keyboard and those on the right side are accessed using the Keyboard II.



To use the keyboard II:

1. Press [II].
   "II" appears in the status bar.
2. Type in the appropriate character.
3. When you're finished with Keyboard II, press [II].
   The "II" disappears from the status bar.

Typing Accented Characters

The Keyboard II layout is useful to use when you need to type in a foreign language such as French, German or Spanish. The characters in these languages which have accents or other diacritical marks can be typed very easily using this alternative keyboard layout.

To type accented characters:

1. Change the keyboard layout to the Keyboard II layout. (Refer to "Using Keyboard II" above.)
2. Type the desired accent key. The accent character will not appear on the screen at this point.
3. Type the character that is to have the accent. A combined character consisting of the accent and the main character will then be inserted into the document.

e.g.) ´ + a = á

NOTE

Accented characters which are not contained in the list of special characters (refer to "Appendix C. SPECIAL CHARACTERS" on page 214) cannot be typed.

Inserting Special Characters

The "Special Char" command lets you insert special characters such as foreign language characters or symbols into the document.

To enter special characters into the document:

1. Move the cursor to the place where you wish to enter the special character.
2. Press [Menu], type [3] (**Font**) and then type [H] (**Special Char**), or press [Ctrl] + [H]. A list of the available special characters will be displayed, and the character which is currently being selected will be underlined.
   (Refer to "Appendix C. SPECIAL CHARACTERS" on page 214 for a full list of all of the special characters which are available.)

```
Special Character
° • ¶ § ¡ ¿ ª º ◘ © ® ü ‡ ™ ... ‘ ’ “ ”
                                          Page 1/14
“ ” - – < > « » = ‼ ff ffi ffl fi fl £ ¥ Pts Fr ¢
                                          (Return) Insert
ƒ Ø 0 1 2 3 4 5 6 7 8 9 ½ ¼ ¾ ⅛ ⅜ ⅝ ⅞   (Up)   Prev Page
                                          (Down) Next Page
```

3. Press [Up] or [Down] to scroll the screen until the desired character is found.
4. Use the arrow keys to select the desired special character.
   Once the desired character is underlined, press [Return]. The underlined special character will then be inserted into the document at the current cursor position.

NOTE

You can use the above procedure to insert these symbols into headers, footers and search text by pressing [Ctrl] + [H].

If the character is difficult to see clearly, you can use the "Magnifier" command ([Ctrl] + [Y]) to enlarge the character for easier viewing. (Refer to "Viewing a Character which is Difficult to See" on the next page.)

Viewing a Character which is Difficult to See

Because some special characters and symbols have rather complex shapes, they may not be easy to see on the screen, particularly if you are using a small point size. The Font Writer lets you magnify a single character to check which character it is.

To magnify a single character for easy viewing:

1. Position the cursor on the character to be viewed.
2. Press [Menu], type [3] (**Font**) and then type [Y] (**Magnifier**), or press [Ctrl] + [Y]. The character will then be magnified.
3. Press any key to return to the normal editing screen.

Combining Two Documents

It is possible to combine a document which is stored on a floppy disk (called the "disk file") with the document which is displayed on the screen (called the "on-screen file").

To combine two documents:

1. If necessary, retrieve a document from a floppy disk. (This is the "on-screen document".) (Refer to "Retrieving a Document" on page 38 for details on how to retrieve a document.)
2. Insert the floppy disk containing the disk file into the floppy disk drive.
3. Position the cursor in the on-screen document at the point where you wish to insert the disk file.
4. Press [Menu], type [1] (**File**) and then type [I] (**Insert**). The following dialogue box will be displayed.

```
Insert
File Name:[■          ]
(Menu) File List
```

5. Type in the name of the disk file to be inserted and then press [Return]. The disk file will then be inserted into the on-screen file at the current cursor position:

NOTE

It is only possible to insert plain text into another document. If the document being retrieved contains character attributes such as bold or underline, or formatting commands such as tab settings, these will not be retrieved.

If you wish to retrieve a document which is not a Font Writer document (such as a WordPerfect 5.1 file), you must first convert it to a Font Writer document before it can be retrieved. (Refer to "Appendix E. CONVERTING FILES" on page 220 for details on converting files.)

If there is insufficient memory to hold the whole of the disk file, only the part of the disk file which will fit into the memory will be retrieved. The error message "Memory full." will be displayed. Press [Return] to clear the message and delete unnecessary parts of the file to make it smaller.

Undoing the Effect of the Last Command

Sometimes you may wish to undo the effect of a command that has just been executed and restore the document to the condition before the command was executed. The "Undo" command lets you do this.

To use the "Undo" command:

1. Press [Menu], type [2] (**Edit**) and then type [Z] (**Undo**), or press [Ctrl] + [Z]. The document will be restored to the condition before the previous command was made.

NOTE

The "Undo" command is only effective for undoing the last command which was executed. Any commands which were executed before the last command cannot be undone using the "Undo" command.

The "Undo" command is effective for the following commands:

Edit menu
- *Cut*
- *Paste*

Font menu
- *Typeface*
- *Size*
- *Condensed*
- *Bold*
- *Underline*
- *Italic*
- *Outline*
- *Super/Subscript*

Format menu
- *Character*
- *Paragraph*
- *Tab*
- *Page*

Search menu
- *Replace*

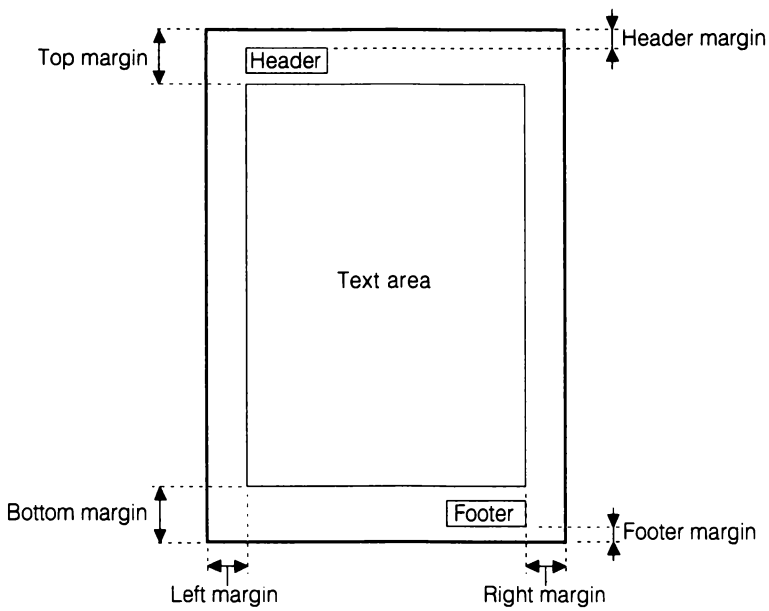
If you change the default font size in the "Page" dialogue box, you cannot use the "Undo" command to reverse this change. (Refer to "Changing the Page Layout" on page 54.)

Once the "Auto save" function operates, any "undo" information stored in the "undo" buffer memory will be lost.

4. FORMATTING A DOCUMENT

General Page Layout

The illustration below shows the basic format for the page layout.



The page length (or the actual text area, excluding the spaces for headers and footers) can be calculated by subtracting the top and bottom margin settings from the total length of the paper.

For example, if you are using A4 paper which has a length of 11.69 inches, and the top and bottom margins are both 2 inches, the length of the text area will be 7.69 inches.

NOTE

If the values which appear are different from the values entered when a user types in values for settings such as margins and indents, the Font Writer internally converts these values into its own unique system of representation. This means that the values entered by the user are not used directly; rather the values used are ones which have been adjusted by the system, and there may be slight differences in the number of decimal places between the two.

If an error occurs when you set values such as margins, try reducing some of the values slightly to avoid this problem.

Changing the Page Layout

When you start working with a document, formatting information such as the page size, margins and line spacing are all set to certain default values. However, you can then change these default values in accordance with the way in which you want your final document to appear.

To change the overall page layout:

1. Press [Menu], type [4] (**Format**) and then type [G] (**Page**). The following dialogue box will be displayed.

```
Page
Paper Size (W*H):                    Margins
 □A3       (297.0  * 420.0 )         Top:    [1.00   ]inch
●□A4       (210.0  * 297.0 )         Bottom: [1.00   ]inch
 □A4       (297.0  * 210.0 )         Left:   [1.00   ]inch
 □Letter   ( 8.5" *  11.0")          Right:  [1.00   ]inch
 Width:[5.83   ]inch  Height:[8.27   ]inch
Default Font Size:◉10 ○12 point
```

Paper Size Lets you select the size of the page. Choose from the predefined page sizes listed, or select "Other" to define your own customised paper size.

Margins Lets you set the amount of space to have between the edges of the page and the text in the document.

Default Font Size Lets you select the default point size for the document. If you have already changed the point size setting for any of the text in the document, such text will be unaffected by this setting. All other text will appear in the point size selected here.

2. Press the arrow keys to select "Paper Size". Then press [Tab] or [Shift] + [Tab] to move to the "Margins" selection. Press [⌫] to delete the previous margin setting and then type in the required margin. (See next page for the minimum values for margins.)

   Please note that only if you select "Other" in the "Paper Size" box, you will then be required to enter the width and height of the paper you wish to use. See next page for the maximum and minimum values which you can enter for the page size measurements.

3. Once all the desired settings have been made, press Return. The new page layout settings will then be applied to the whole document.

   The table below gives the maximum and minimum values which you can enter for the paper width and height when using an "Other" size.

Item	Minimum	Maximum
Paper Width	3.72 (94.50)	7.76 (197.10)
Paper Height	3.72 (94.50)	11.69 (297.00)

[inch (mm)]

   The table below gives the minimum values which you can enter for each margin.

Item	A3 (Portrait)/ A4 (Landscape)	Letter (Landscape)	Smaller size
Top Margin	0.39 (10.00)	0.39 (10.00)	0.39 (10.00)
Bottom Margin	0.59 (15.00)	0.59 (15.00)	0.59 (15.00)
Left Margin	1.35 (34.20)	1.00 (25.40)	0.50 (12.70)
Right Margin	1.35 (34.20)	1.00 (25.40)	0.50 (12.70)

[inch (mm)]

NOTE

Because the page layout settings made will be applied to the whole document automatically, it is not necessary to move the cursor to the beginning of the document before changing the settings.

If you change the page size and the existing margin settings are smaller than the minimum settings for the new paper size, the margin settings will automatically be changed to the minimum settings for the new paper size. For example, suppose you are using the A4 Portrait paper size and have set both the left and right margins to 1 inch, but now you want to change the paper size to A3. The minimum left and right margin settings for A3 paper are 1.35 inches, so the settings for your document will automatically change from 1 inch to 1.35 inches.

Setting the Position of Tabs

There are four different kinds of tabs that can be set for the document. These are left-alignment tabs, centred tabs, right-alignment tabs and decimal tabs.

Each tab setting is effective for a single paragraph. When you make the setting, it will be applied to the whole of the paragraph which the cursor is currently in. If you would like to make the same tab setting for several paragraphs, block the paragraphs first and then make the setting.

The following is a list of the symbols that appear at the tab setting locations to indicate where and what kind of tabs are set.

Symbol	Name	Meaning
]	Right margin	Indicates the right-most position for characters in a document.
I	Right paper edge	Indicates the right edge for the size of paper which is currently specified.
>	Left indent	Indicates the position of the temporary left margin, if one has been set.
<	Right indent	Indicates the position of the temporary right margin, if one has been set.
I	1st line indent	Indicates the position where the first line of the paragraph will be indented to.

The symbols above are displayed in the ruler line (the top line in the dialogue box). You cannot change or edit the symbols themselves.

L	Left tab	Indicates that the tab is a left-alignment tab (text will be aligned to the right of the tab).
C	Centre tab	Indicates that the tab is a centred tab (text will be aligned in the centre of the tab).
R	Right tab	Indicates that the tab is a right-alignment tab (text will be aligned to the left of the tab).
D	Decimal tab	Indicates that the tab is a decimal tab (numbers will be aligned at the position of the decimal point).

To set new tab positions:

1. Place the cursor in the paragraph for which you wish to change the tab setting.
2. Press [Menu], type [4] (**Format**) and then type [T] (**Tab**). The following dialogue box will be displayed.

```
Tab Set
[0.....:.....1.....:.....2.....:.....3.....:.....4.....:.....5.....:.....6..]]
[■    L    L    L    L    L    L    L    L    L    L    L    L    ]

Cursor      (←,→) Move;  (Ctrl+←) Prev Tab;  (Ctrl+→) Next Tab
Tab Set     (L) Left;  (C) Centre;  (R) Right;  (D) Decimal
Tab Clear   (Space) Current;  (Ctrl+A) All Clear;  (Ctrl+Z) Set Default
```

3. Use [←] and [→] to move to the place where you wish to insert or change a tab setting. You can also press [Ctrl] + [←] to move to the next tab to the left of the cursor, or [Ctrl] + [→] to move to the next tab to the right.
4. Press the key which corresponds to the setting you wish to make.

Key	Function
[L]	Sets a left-alignment tab.
[C]	Sets a centred tab.
[R]	Sets a right-alignment tab.
[D]	Sets a decimal tab.
[Space]	Clears the tab on which the cursor is positioned.
[Ctrl] + [A]	Clears all tabs.
[Ctrl] + [Z]	Returns the tab setting to the default setting.

5. Once all the desired tab settings have been made, press [Return]. The tab settings will then change to the new tab settings.

NOTE
The default setting is for tabs to extend from the left margin for 8 inches, with tabs at 0.5-inch intervals within this range.

The position of a tab can be set in units of 1/12 of an inch. A maximum of 24 tabs can be set per paragraph.

The numbers which are displayed in the ruler line indicate distances from the left margin in inches. The marks in between indicate divisions of 1/12 of an inch.

Tab positions are set relative to the left margin. Thus if the left margin is changed, the tab settings will also be moved by the same amount as the margin.

It is not possible to make two or more different tab settings in the same place.

The tab setting is independent of the overall page width. Accordingly, tab settings which extend past the right margins of the page will still remain as tab settings, but it will not be possible to move the cursor to those particular tab positions.

Adding Page Breaks

You can manually add page breaks to your document to force text on one page to be printed on the following page.

To insert a page break:

1. Move the cursor to the position where you wish to insert the page break.
2. Press [Menu], type [4] (**Format**) and then type [B] (**Page Break**), or press [Ctrl] + [Return]. A "P" will then be inserted at the current cursor position and the text after the cursor position will appear at the top of the screen.

NOTE
A page break code can be deleted in the same way as a normal character.

Two pages will not appear on the screen at the same time.

Creating Headers and Footers

There are often times when you would like the same line of text, such as a heading or a footnote, to appear at the top or bottom of every page of your document.

To eliminate the trouble of having to continually rearrange the headings and footnotes in a document, you can designate them as "headers" or "footers". A header is a line which appears on the top of every page, and a footer is a line which appears on the bottom of every page. Headers and footers can contain a wide range of different types of information such as chapter titles, file names, page numbers and dates. You can also select the typeface and point size for header and footer text, and add character attributes such as bold, italics or underlining.

Headers and footers are inserted into the areas defined by the top and bottom margins. They are not inserted into the main text area. Therefore, you must increase the top and bottom margin spaces from their minimum setting to compensate.

To create a header or footer:

1. Press [Menu], type [4] (**Format**) and then type [H] (**Header**) or [F] (**Footer**). The following dialogue box will be displayed.

```
Header
Header: [                                  ]
Position: ◉Left          Typeface:    Size:     Underline:
          ○Centre          Courier      8         • None      ☐ Bold
          ○Right         • Dutch      • 10        ——          ☐ Italic
Header Margin:[0.75  ]inch  Swiss       12        ——          ☐ Outline
Page Offset:  [1   ]         Script   ☐ Condensed
```

(e.g. Header dialogue box)

2. Set the desired option for the header or footer.

Header	Contains the actual text which is to appear in the header.
Footer	Contains the actual text which is to appear in the footer.
Position	Specifies whether the header or footer is to be aligned with the left, centre or right of the page.
Header/Footer Margin	Specifies the amount of space between the top of the page and the header, or the bottom of the page and the footer.
Page Offset	Specifies the number to start counting pages from. (Refer to "Page Numbers" of the next page.)

The procedure for setting the size, typeface and other attributes is the same as for normal text. Refer to "Changing the Appearance of Text" on page 61 for details.

3. Once you have finished defining the header or footer, press [Return] to return to the normal editing screen. The header or footer will then be incorporated into the document when printing.
   Please note that the header or footer will not show in the normal editing screen.

Page Numbers

To include the page number as part of the header or footer text, you need to insert the page code "#P" (press [II], type "#" and "P") into the header or footer text. When the document is printed out, page numbers will be printed out in place of the code. However, only one #P code can be used as a page number code. If you enter two or more #P codes into the header or footer text, the second and subsequent codes will be treated as normal text.

The pages will be numbered from page number "1". If you enter a starting number of less than 1 (for instance, "0" or a negative number), the pages before page 1 will not have page numbers printed on them. For instance, if you enter "-1" as the starting page number, the first and second pages of the document will be numbered "-1" and "0" respectively, but these numbers will not be printed out. However, the third and subsequent pages of the document will be printed out with page numbers, with the third page being numbered as page 1. This is useful if you have a table of contents or an introductory page in your document which doesn't need a page number.

NOTE

Headers and footers are not displayed on the screen. They will appear in the final document after it has been printed.

Headers and footers can both contain a maximum of 80 characters. If the header or footer text is longer than one line, the second and subsequent lines will not be printed. Furthermore, if the text in the header or footer overlaps with the text area (for instance, if the point size for the header or footer text is set to a large value), the header or footer will not be printed.

Even if you specify a number to start counting the pages from in the "Page Offset" line of the dialogue box, the page numbers will not actually appear in the document unless you insert the page code ("#P") into the header or footer text.

Character attributes are applied to all of the header or footer text. It is not possible to add an attribute to part of the text.

Changing the Appearance of Text

The Word Processor application contains a rich variety of features which let you enhance the appearance of text in a document. These include commands for changing the typeface, character size and for adding other features such as boldface, italics and underlining.

These options which can be added to characters to change their appearance are often called character "attributes".

Types of Character Attributes

The types of character attributes that can be added are listed below.

Typeface	Use this option to select the desired shape of the characters.
Size	Use this option to select the desired size of the characters in points (one point equals 1/72 inch).
Condensed	Use this option to reduce the width of characters so that they take up less space on the line.
Bold	Select whether to turn on boldface.
Underline	Select which type of underlining to use.
Italic	Select whether to turn on italics.
Outline	Select whether to turn on outlining.
Super/Subscript	Select whether to apply superscript or subscript to characters.

For examples of the various fonts and other attributes which are available, refer to "Appendix B. EXAMPLES OF CHARACTER ATTRIBUTES" on page 213.

Because of the way the point size is calculated, different typefaces with the same point size will look different in actual size.

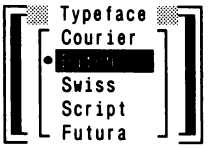
To add a character attribute:

1. Block the text for which you wish to change the attribute. (Refer to "Blocking Text" on page 46 for details on how to block text.)
2. Press [Menu], type [3] (**Font**) and then select the desired command. Then press [Return].

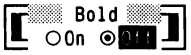
   You can use shortcut keys for the following commands instead of selecting them from the menu.

Command	Shortcut key
Typeface	[Ctrl] + [T]
Size	[Ctrl] + [S]
Bold	[Ctrl] + [B]
Underline	[Ctrl] + [U]

3. Once the desired command has been selected, a dialogue box will be displayed.



(e.g. Typeface dialogue box)



(e.g. Bold dialogue box)

4. Use the arrow keys to make the desired selection from the dialogue box, and then press [Return]. The option selected will then be applied to the blocked text.

NOTE

Attribute commands cannot be applied unless text has first been blocked.

The shortcut keys [Ctrl] + [B] (bold) and [Ctrl] + [U] (underline) switch the bold and underline attributes on and off. The dialogue box will not be displayed in this case.

If you wish to turn off an attribute which you have selected, block the desired text, select the respective command from the menu, and then select "Off" (for condensed, bold, italic and outline) or "None" (for underline and super/subscript) from the dialogue box, or use the shortcut keys (bold and underline).

It is possible to combine two or more different attributes for the same text. For instance, you can add both bold and italic, or underlining and bold. If you wish to add a variety of different attributes to a section of text, however, it can sometimes be more efficient to use the "Character" command. Refer to "Making Multiple Attribute Settings" on the next page for details on how to use this command.

When clearing an attribute, only the attribute you specify will be cleared. For instance, if the blocked text has both bold and underlining and you clear the bold setting, the underlining will not be affected.

The default typeface for documents created in the Word Processor application is Dutch. However, note that the following special characters will not change in appearance, regardless of which typeface is set.

- *Symbols*
- *Ornaments*
- *Box characters*
- *Arrows*

Greek letters can be displayed in either the Swiss or Dutch typeface. If the typeface setting is Swiss or Futura, the display typeface will be Swiss; all other typeface settings will be displayed in Dutch.
(Refer to "Appendix C. SPECIAL CHARACTERS" on page 214.)

The "Size" command lets you choose character sizes ranging from 8 to 48 points.

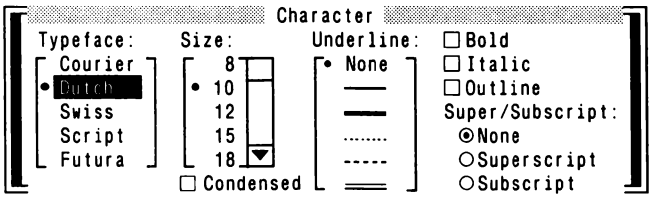
If you use a large point size or superscript, the characters may be cut off by the top edge of the display. To view characters such as this, switch to Quick Entry mode or use the "Magnifier" command.

Making Multiple Attribute Settings

Although there are separate commands in the Word Processor application for changing the typeface, character size and other attributes, if you wish to regularly make the same changes to text throughout your document, it can become tedious to make the same selections over and over again. To make such repetitive formatting procedures easier, the Word Processor application has a command that lets you make all these changes in one single operation.

To make multiple attribute settings at the same time:

1. Block the text for which you wish to change the attribute. (Refer to "Blocking Text" on page 46 for details on how to block text.)
2. Press [Menu], type [4] (**Format**) and then type [C] (**Character**). The following dialogue box will be displayed.



3. Press [Tab] or [Shift] + [Tab] to move to the desired item in the dialogue box. Then use the arrow keys and [Space] to select the desired setting.

   For more detailed explanations of each option in the dialogue box, refer to "Types of Character Attributes" on page 61.

4. Once all the required settings have been completed, press [Return]. The settings you have selected will then be applied to the blocked section of text.

NOTE

All of the settings apply to the whole of the blocked text. If the text contains bold or underlined words, and you only wish to change the text size, use the "Size" command in the "Font" menu.

Formatting Paragraphs

The settings that you can make using the "Paragraph" command include indents, alignment, line spacing and shading.

If you change the format of the last paragraph of text within the document, the format you have changed will apply to succeeding text that you type until you change the format again.

To change the formatting for a paragraph:

1. Place the cursor in the paragraph for which you wish to change the format. If you wish to change the formatting for several paragraphs at the same time, block the required paragraphs.
2. Press [Menu], type [4] (**Format**) and then type [P] (**Paragraph**). The following dialogue box will be displayed.

```
Paragraph
Alignment:    ○Left ○Centre ○Right ◉Justified
Line Spacing: ○Solid ◉1 ○1.5 ○2 ○3 ○Other [1.0 ](0.8~3.0)
Indent:       Left:     [0.00   ]inch    Right:[0.00   ]inch
              1st Line:[0.00   ]inch
Shading:      ◉None ○ ○ ○ ○ ○ ○
```

3. Press [Tab] or [Shift] + [Tab] to move to the place where you wish to enter a new setting, and then press [➡] and [⬅] to select the desired setting.

Alignment: Specifies the type of alignment to be applied to the paragraph.

- **Left** Aligns the text with the left margin or left indent.
- **Centre** Aligns the text with the point which is midway between the left margin or left indent and the right margin or right indent.
- **Right** Aligns the text with the right margin or right indent.
- **Justified** Spaces all text out evenly between the left margin or left indent and the right margin or right indent.

Line Spacing: Specifies the amount of space to have between each line in the paragraph.

Indent: Specifies the amount of space between the edge of the paragraph and the respective margin.

- **Left** Specifies the amount of space to have between the left edge of the paragraph and the left margin.
- **Right** Specifies the amount of space to have between the right edge of the paragraph and the right margin.
- **1st Line** Specifies the amount of space to have between the beginning of the first line of the paragraph and the left margin. Second and subsequent lines will be aligned at the left margin or at the left indent.

Shading: Specifies the shading pattern to be applied to the paragraph. The shading will be applied to the full width of the paragraph (or in other words, the width between the left margin or left indent and the right margin or right indent).

4. After all the desired settings have been made, press [Return]. The new format settings will then be applied to the paragraph.

NOTE

Because the settings made will be automatically applied to the whole paragraph which includes the line where the change is made, it is not necessary to move the cursor to the beginning of the paragraph before changing the paragraph settings.

If you enter a tab setting into text which is "Centre" or "Right" aligned, the "Centre" or "Right" alignment for that text will be cancelled and the alignment will return to left alignment.

If you simply wish to change the alignment for a single paragraph, it is easier to use a shortcut key. (Refer to "Appendix A. SHORTCUT KEYS" on page 211 for a list of the shortcut keys which are available.) However, shortcut keys cannot be used if the blocking feature is active.

You cannot change the formatting when the cursor is positioned at the end of the document.

When you insert a number into the "Left" input line in the "Paragraph" dialogue box and press [Return], the same number will then appear in the "1st line" input line. Similarly, if you change the "Left" setting after the "1st line" setting has already been made, the "1st Line" setting will automatically be changed to the same value as the "Left" setting.

*If you select "Solid" line spacing and press [Return], "0.0" will appear beside the Line Spacing indicator (**LS**) in the status bar.*

5. SEARCHING AND REPLACING

Finding Text

It is possible to search the whole document for occurrences of certain text. The search can be limited to targets which only match certain conditions which you can specify.

To search for an occurrence of text:

1. Press [Menu], type [5] (**Search**) and then type [F] (**Find**), or press [Ctrl] + [F]. The following dialogue box will be displayed.

```
[ Find
  Find:      [                                  ]
  Direction: ○Previous ◉Next                    ]
```

2. Type the text to search for into the "Find" line.
3. If necessary, press [Tab] or [Shift] + [Tab] to move to the "Direction" line, and then press [→] and [←] to specify the direction for the search.

Previous	The search will be carried out from the current cursor position to the beginning of the document.
Next	The search will be carried out from the current cursor position to the end of the document.

4. Once you have specified all of the desired options, press [Return] to start searching.

   When an occurrence of the specified text is found, the cursor will move to the place in the document in which it was found.

5. If you wish to continue searching for further occurrences of the same text, press [Menu], type [5] (**Search**) and then type [P] (**Find Prev**) or [N] (**Find Next**). (The shortcut key combinations are [Ctrl] + [P] and [Ctrl] + [N] respectively.) "Find Prev" searches from the current cursor position to the beginning of the document, and "Find Next" searches from the current cursor position to the end of the document.

NOTE

The text to be found can be a maximum of 60 characters long.

The message "Searching..." will be displayed on the screen while the search is being carried out. You can cancel the search at any time by pressing [Cancel].

It is not possible to search for soft hyphens and control codes. (Refer to "Explanation of Control Codes" on page 45.) If you insert a soft hyphen into the search text, it will be ignored.

If no matching text is found, the message "Not found." will appear on the screen. Press [Return] *to clear the message and return to the normal editing screen.*

The "Find" command will search for the find string even if the string is part of another word. For instance, if the find string is "the", and the word "them" occurs in the document, the cursor will also stop at "them".

The "Find" function is case sensitive. This means that lower-case letters in the search string will find only lower-case, and upper-case letters in the search string will find only upper-case. For example, if you type "the" as the search string, the Font Writer will not find "THE", and if you type "THE", it will not find "the".

Replacing Text with Other Text

The replace function is very similar to the find function. However, besides specifying text to search for, you can also specify text with which to replace it.

To replace an item of text with other text:

1. Press [Menu], type [5] (**Search**) and then type [R] (**Replace**). The following dialogue box will be displayed.

```
[ Replace                                  ]
  Find:    [■                              ]
  Replace: [                               ]
  Direction:    ○Previous ◉Next
  Replace Mode: ◉Query ○All                ]
```

2. Type the text to search for into the "Find" line and press [Tab].
3. Type the replacement text into the "Replace" line and press [Tab].
4. Specify the conditions for the replacement in the items below the "Replace" line.

Direction:

Previous	The replacement will be carried out from the current cursor position to the beginning of the document.
Next	The replacement will be carried out from the current cursor position to the end of the document.

Replace Mode:

Query	Each time an example of the text to be replaced is found, a message will be displayed asking you to confirm the replacement in the status bar.
All	All occurrences of the search text will be replaced with the replacement text, without any confirmation message.

5. Once you have specified all of the desired options, press [Return] to start the replacement.
6. If "Query" was selected in the "Replace Mode" line, you will be asked to confirm each replacement. The options available when an occurrence of the search text is found are listed below and appear at the bottom of the display.

[Return] :	Press to replace the existing text with the replacement text and continue searching.
[Space] :	Press to continue searching without replacing the current text found.
[Cancel] :	Press to cancel the replacement and return to the normal editing screen.

7. Repeat step 6 to continue the "replace" operation.

NOTE

The text to be replaced can be a maximum of 60 characters long.

If no matching text is found during the "replace" operation, the message "Not found." will appear on the screen. Press [Return] to clear the message and return to the normal editing screen.

If you wish to delete all occurrences of a particular item of text, leave the replacement string blank. The search text will then effectively be replaced with a blank string, which has the same effect as deleting that particular item of text.

While the replacement operation is being performed, it may occur that the final document becomes too big to fit into the Font Writer memory. In this case, the message "Memory full." will be displayed on the screen. Press [Return] to return to the original document and delete unnecessary parts of the file to make it smaller.

The "Replace" function is case sensitive. This means that lower-case letters in the search string will find only lower-case, and upper-case letters in the search string will find only upper-case. For example, if you type "the" as the search string, the Font Writer will not find "THE", and if you type "THE", it will not find "the".

Moving to a Specific Page

Instead of pressing [Up] and [Down] to move to different pages in the document, you can use page numbers to specify which page you would like to move to. This is often a much quicker way of moving through the document.

To move directly to a specific page:

1. Press [Menu], type [5] (**Search**) and then type [G] (**Go To**), or press [Ctrl] + [G]. The following dialogue box will be displayed.

```
[ Go To
  Page Number : [1■ ] ]
```

2. Use [X] to delete the page number in the box, enter the required page number to move to, and then press [Return]. The cursor will move directly to the top of the specified page.

NOTE
If you input a page number which is greater than the last page in the document, the cursor will move to the top of the last page in the document.

Counting the Number of Words

Counting the number of words in a document can give you an idea of how big the document is. Rather than manually counting each word one by one, the Word Processor has a function which counts the number of words automatically.

To count the number of words in a document:

1. Press [Menu], type [5] (**Search**) and then type [W] (**Word Count**).
   The message "Counting..." will appear while this operation is being carried out.
   A box will appear showing the total number of words counted.

```
[ Word Count
  1563  words
     [OK] ]
```

2. Press [Return] to clear the box and return to the normal editing screen.

NOTE
The end of a word is determined by a space, a tab, a return, a merge code or a page break.

6. SPELL CHECKING

The "Spell Check" feature of the Font Writer can be used to check for spelling errors in documents which are created by using the Word Processor.

The Font Writer has a built-in dictionary which it uses to check the words in your Font Writer documents for spelling errors. When it spell-checks a document, it compares the words it finds in the document with the words that are contained in this dictionary, and if it finds an exact match, the word in the document is considered to be correct.

Checking for Spelling Errors

To find spelling errors in a document:

1. Move the cursor to the beginning of the section of the document that you wish to spell-check.
2. Press [Menu], type [6] (**Spell**) and then type [K] (**Spell Check**), or press [Ctrl] + [K]. The message "Finding misspelled word..." will be displayed.

   Once a spelling error is found, the Font Writer will sound two beeps and return to the normal editing screen. At this time, the cursor will be positioned at the end of the word in which the spelling error was found.
   The "Corrector" command is useful to use for correcting the word with the error. (Refer to "Correcting Spelling Errors" on the next page.)

3. When spell-checking is completed, the message "Spelling check is complete." will be displayed on the screen. Press [Return] to return to the normal editing screen.

NOTE

The spell-checking operation can be cancelled at any time by pressing [Cancel]. If you cancel spell checking, the cursor will be positioned at the current point reached by the Spell Checker.

The Spell Checker checks the spelling from the current cursor position to the end of the document or the 99th page, whichever comes first. The section between the beginning of the document and the current cursor position will not be checked. Therefore, be sure to move the cursor to the beginning of the document if you wish to check the whole document.

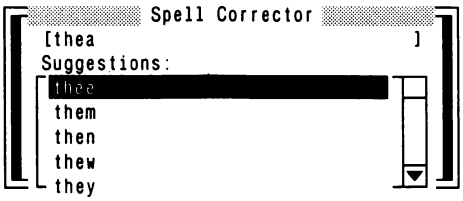
If you wish to use a user's dictionary for spell-checking, you must load the dictionary before selecting "Spell Check" from the menu. Refer to "Loading a User's Dictionary" on page 75 for details on how to load a user's dictionary.

Correcting Spelling Errors

Once a spelling error has been found in a file, you can use the "Corrector" command to display a list of suggested spellings. You can scroll through this list, and once the correct word is found, you can select it to replace the misspelled word with the correct word.

To correct spelling errors in a file:

1. Position the cursor in the word to be corrected.
   If you have used the "**Spell Check**" command to find an error, the cursor will already be in the appropriate position for correcting the error.
2. Press [Menu], type [6] (**Spell**) and then type [C] (**Corrector**). The message "Searching..." will be displayed on the screen while the Font Writer scans its dictionary for an appropriate replacement.
   A box will then appear listing possible alternatives for the word selected.



3. Press [Up], [Down] and the arrow keys to select the word you wish to insert in place of the misspelled word from the box. The current word selected will be highlighted.
4. When the desired word has been selected, press [Return]. The misspelled word will then be replaced with the new word.
   If the desired replacement word cannot be found among the words in the box, press [Cancel] to clear the box, and edit the word manually.

NOTE

The maximum word length that can be handled is 30 characters.

When using the "Corrector" command, if the word on which the cursor is positioned is not a misspelled word, a low beep will sound and the display will return to the editing screen.

If no suggested word is found, the message "No suggestions." will appear on the screen. Press [Return] to clear the message and return to the normal editing screen.

User's Dictionaries

This section describes the basic operations which can be carried out on user's dictionaries, such as adding and deleting words from a user's dictionary. For additional information on user's dictionaries, such as clearing and listing, refer to "4. USER'S DICTIONARIES" on page 203 of the "Utilities" section.

What is a "User's Dictionary?"

Often a file may contain words which are not found in normal English usage. These can include people's names, place names and words which are used only in highly specialised fields. If these words are not found in the Spell Checker's own dictionary, the Spell Checker will consider them as mistakes.

To prevent this from happening, you can assign such words to your own "user's dictionary". The Spell Checker will then use this user's dictionary in conjunction with its own dictionary, and will consider any words appearing in either dictionary as being correct.

Adding Words to a User's Dictionary

If you often use certain words which are not found in the main Spell Check dictionary, it is often a good idea to add them to your user's dictionary. Such words can include the words in your name or your address. That way, the Spell Checker will not treat them as errors each time it finds them.

To add words to the user's dictionary:

1. If necessary, load the user's dictionary from the floppy disk. (Refer to "Loading a User's Dictionary" on page 75.)
2. Position the cursor at the word to be added to the user's dictionary.
3. Press [Menu], type [6] (**Spell**) and then type [A] (**Add Word**), or press [Ctrl] + [A]. A low beep will sound to let you know that the word has been added to the user's dictionary.

NOTE

The user's dictionary can store a maximum of 200 words. Each word can be up to a maximum of 30 characters in length. However, longer words will take up more space in the user's dictionary than shorter words, which may result in less than 200 words being able to be stored.

When you add a word to the user's dictionary, the word is added to the dictionary which is stored in the Font Writer memory. If you wish to retain these added words, you must save the user's dictionary to a floppy disk using the "Save Dictionary" command. (Refer to "Saving a User's Dictionary" on page 74.)

If you wish to add a new word to the user's dictionary on the disk, load the dictionary before adding the new word.

Words which are already contained in the spelling dictionary cannot be added to the user's dictionary again.

If the user's dictionary is full and you try to add another word to it, the message "User's dictionary full." will be displayed. Press [Return] *to clear the message. If you wish to add more words, you must first delete some existing words in the user's dictionary to make some space. (Refer to the next chapter for information on how to delete words.)*

Words which are added to the user's dictionary can only contain alphabetical characters. Numbers such as telephone numbers and postcodes cannot be added to a user's dictionary.

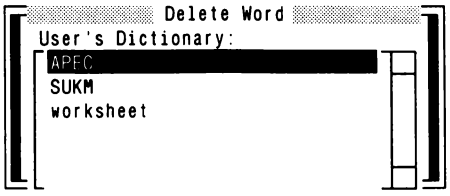
Deleting Words from a User's Dictionary

Once words have been added to the user's dictionary, they can then be deleted. If the maximum number of words have been added to the user's dictionary, it will be necessary to delete some of them before new words can be added.

You can specify words that appear in the dialogue box to be deleted from the dictionary.

To delete words from the user's dictionary:

1. If necessary, load the user's dictionary from the floppy disk. (Refer to "Loading a User's Dictionary" on page 75.)
2. Press [Menu], type [6] (**Spell**) and then type [D] (**Delete Word**). A list box showing the words in the user's dictionary will be displayed.



3. Press [Up], [Down] or the arrow keys to select the word you wish to delete from the user's dictionary, and then press [Return]. The selected word will then be deleted, and the display will return to the normal editing screen.

Saving a User's Dictionary

When words are added to or deleted from the user's dictionary, you then must save the dictionary back onto the floppy disk if you wish to keep the changes. If you replace the existing user's dictionary with a new one (or if you turn off the Font Writer) without saving the user's dictionary after changes have been made to it, the changes will be lost.

To save a user's dictionary onto a floppy disk:

1. Press [Menu], type [6] (**Spell**) and then type [V] (**Save Dictionary**). The following dialogue box will be displayed.

```
[ Save Dictionary
  File Name:[user_dic■]  Date:[          ]
  ------------------------------------------
          (Menu) File List                 ]
```

   The file name belonging to the current user's dictionary will automatically appear in the "File Name" line of the dialogue box.

2. If you wish to save the user's dictionary under a different file name, delete the existing file name from the dialogue box line by using [⌫] and type in the new file name. Then press [Return] to save the dictionary.

Loading a User's Dictionary

The user's dictionary is stored on a floppy disk. To use this dictionary for spell checking, it first has to be loaded from the floppy disk into the Font Writer's memory.

It is also possible to manually load another user's dictionary into the Font Writer memory. However, the memory can only hold one user's dictionary at a time.

To load a user's dictionary from a floppy disk:

1. Insert a floppy disk containing the user's dictionary to be loaded into the floppy disk drive.
2. Press [Menu], type [6] (**Spell**) and then type [L] (**Load Dictionary**). The following dialogue box will be displayed.

```
[ Load Dictionary
  File Name:[user_dic]
  ----------------------
  (Menu) File List      ]
```

   The default file name for the user's dictionary is "user_dic". The "user_dic" file name will appear in the "File Name" line of the dialogue box.

3. If the default file name appears in the "File Name" line but you would like to retrieve a different user's dictionary, delete the default file name by using [X] and type in the file name of the user's dictionary you wish to retrieve.

   You can also press [Menu] to see a list of all dictionary files on the floppy disk. Use the arrow keys to select the file to be retrieved.

4. Once the file to be retrieved has been typed in or selected, press [Return]. The user's dictionary will then be loaded.

NOTE

If there is a floppy disk in the floppy disk drive which contains the "user_dic" file when the power supply for the Font Writer is turned on, this user's dictionary will be automatically loaded into the Font Writer memory. If this file is not found, the file "$backup.spl", which is a backup dictionary created by the "Auto Save" function, will be loaded instead. If neither file is found, no dictionary will be loaded.

Using the Thesaurus

The Thesaurus is a useful tool for finding synonyms for words in your document. Once you find a word of similar meaning to the word in your document, you can replace the old word with the new word.

To search for synonyms:

1. Position the cursor in the word for which you wish to look up synonyms.
2. Press [Menu], type [6] (**Spell**) and then type [T] (**Thesaurus**). The message "Searching..." will be displayed, and then a list of possible meanings for the word selected will appear in a box on the screen.

```
Thesaurus Meanings
Look Up: best
1 adj  )
2 adj  ) superlative of good:
```

3. Use the arrow keys to select a meaning and then press [Return]. A second box listing synonyms of words which fit the meaning selected will then be displayed.

```
Thesaurus Synonyms
Look Up: best
2 adj ) superlative of good:
most acceptable
most fine
most satisfactory

(Ctrl+M) Return to select the Meaning
```

To return to the dialogue box which was displayed in step 2. above, press [Ctrl] + [M].

4. Use the arrow keys to select one of the synonyms which are displayed in the box, and then press [Return]. The display will return to the normal editing screen and the word in the document will then be replaced with the word selected from the box.

   If you wish to cancel the word replacement at this point, press [Cancel].

NOTE

If no synonym can be found for the word designated, the message "Not found." will be displayed. If this message is displayed, press [Return] to return to the normal editing screen.

The maximum word length that can be handled is 30 characters.

7. PRINTING A DOCUMENT

Once you have finished creating your document, the next step is to print it. When printing, you can specify various options such as how many copies of the document to print, which pages to print, etc.

Printing a Normal Document

To print a document:

1. Insert a sheet of paper into the print mechanism. (Refer to "Inserting the Paper" on page 14 of the "Introduction" section.)
2. Press [Menu], type [1] (File) and then type [P] (Print). The following dialogue box will be displayed.

```
Print
Pages From:[1 ] To:[99 ]
Copies: [1 ]
Density: ○Low ○Medium ◉High
Quality: ◉Fine ○Normal
☐ Page Border
```

3. Press [Tab] or [Shift] + [Tab] to move to an item in the dialogue box. Use the arrow keys to select the quality of printing and change any of the other settings if necessary.

Pages	Specifies which pages of the document to print out
Density	Specifies the "darkness" of the printed text
Quality	Specifies the print quality
Copies	Specifies how many copies of the document are to be printed
Page Border	Specifies whether page borders are to be printed or not (Refer to the next page for information on what a page border is.)

4. Once all of the desired settings have been made, press [Return]. Printing will then begin. During printing, the following message box is displayed.

```
Printing...
Press (Return) to pause
```

5. When the first page has finished printing, the following message box will be displayed.

```
Inset a sheet of paper
[OK]
```

Set another sheet of paper by pressing [Paper] ([Ctrl] + [Cancel]). To resume printing, press [Return].

Page Borders

To increase the visual appeal of your final document, you can enclose the text in each page with a solid-line border. If you wish to add a page border, select the "Page Border" option in the dialogue box by pressing [Space].

When using A4 landscape paper, the page borders are always printed 1 inch from the top and bottom edges, and 1.35 inch from the left and right edges.
Similarly, when using Letter size paper or A4 portrait paper, the page borders are always printed 1 inch from the paper edges. Make sure that you set margins to more than these values so that the text doesn't overlap onto the border lines.

NOTE

If you wish to pause printing, press [Return]. A message box will be displayed. Press [Space] to resume printing or press [Cancel] to cancel printing.

The maximum number of copies that can be printed at one time is 9.

It is not possible to specify a block of text for printing.

If the printed characters seem to be blurred, adjust the character quality using the print darkness adjustment control. (Refer to "Part Names and Functions" on page 21.)

When the printing quality is set to "Normal", the printing speed will be faster than for the "Fine" setting.

If the document which you are printing contains a large number of different attribute settings, such as bold or italic, or if it contains characters with large point sizes, this will tend to take a little longer to print.

When specifying the pages to be printed, if you enter a page number that is greater than the final page in the document into the "To:" part, the document will be printed up to the last page. The default is for all pages in the document to be printed.

An error message will be displayed if there is a printing error or when the end of the ink ribbon is reached.

It is only possible to print borders when the page size has been set to A4 or Letter.

If you use the single strike ribbon for OHP film, the document will always be printed in normal mode, and printing will be independent of the quality setting.

If you set the margins to the edge of the print capacity (at the minimum and maximum measurements), an italic letter, for example, may not completely print out. Therefore, the margins must be increased slightly.

8. MERGE PRINTING

Although "Merge Printing" is a part of the "Word Processor" function, we advise that you study the "Address Book" section of this manual to enable you to create an address book file before using the "Merge Printing" command.

As well as typing text into a document, you can also take data from a file that was created using the Address Book application of the Font Writer to be included as part of the document. This is called "merge printing".

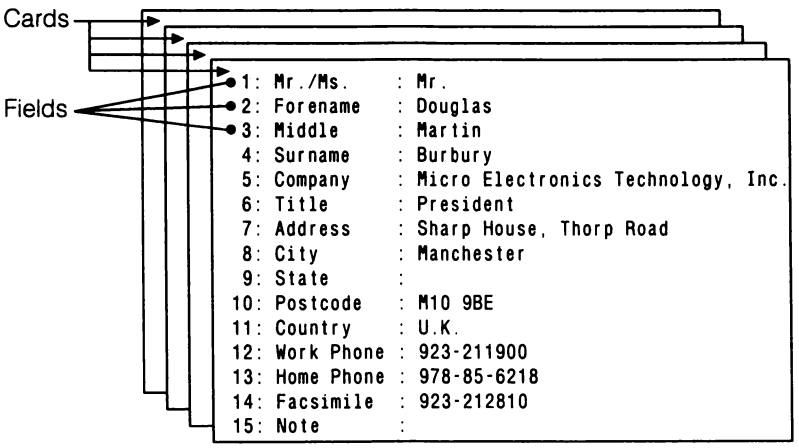
If you need to type a letter to be sent to several people, you could use the tedious method of typing a letter once, copying it as many times as required, and then typing in the names, addresses and other personal information for each person you will send the letter to.

A much more efficient method is to create a single letter, and then use the merge printing feature of the Word Processor to incorporate data from an address book file to create personalised letters. An address book file which you use in this way is called a "merge file".

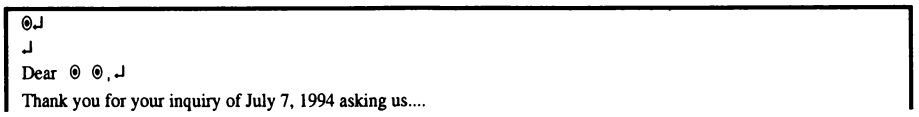
When you specify an address book file to be used as a merge file, the data in the address book file is not actually entered into the document. Instead, you insert a "merge code" which corresponds to a particular field in the address book file. (For an explanation of what a "field" is, refer to "Explanation of the Address Book Screens" on pages 142 and 143 of the "Address Book" section.) Whenever a merge code appears in a document, the data in the field which corresponds to that merge code is inserted into the document in place of the code.

An example of the merge process is shown in the illustration below.

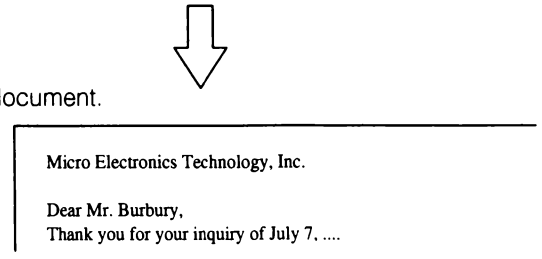
First, create an address book file.



Create a document using merge codes.



Print the document.



Specifying a Merge File

First, you must specify an address book file which is to be used as the source of data for the merge codes. This address book file is called a "merge file".

To specify a merge file:

1. Make sure that the floppy disk containing the address book file to be used as the merge file is inserted into the floppy disk drive.
2. Press [Menu], type [1] (**File**) and then type [A] (**Attach Merge File**). The following dialogue box will be displayed.

```
Attach Merge File
File Name:[■        ]
(Menu) File List
```

3. Type in the file name of the address book file to be used as the merge file and then press [Return]. The address book file will then be designated as the merge file.

   You can also press [Menu] to see a list of all address book files on the floppy disk. Use the arrow keys to select the file to be designated, and then press [Return].

NOTE

If you type in a file name which does not match any file that is stored on the floppy disk, the error message "File not found." is displayed on the screen. Press [Return] to clear this message, and then enter the correct file name.

All cards in the specified merge file will be included in the merge print. If you don't want all cards in a specific address book file to be used, you must select which cards in the address book are to be used. To do this, you will need to retrieve the address book file into the Address Book application and select the desired cards to be included. A detailed example of how to do this is given at the end of this chapter.

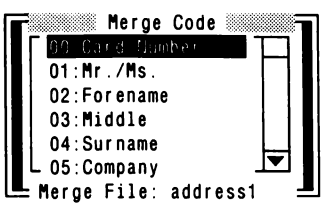
Inserting Merge Codes

Merge codes are the codes which you insert into a document if you wish to incorporate data from an address book file into the document when printing. Each merge code is numbered, and the number corresponds to a field in an address book file which has been designated as the file to be used for supplying merge data.

Merge codes are displayed on the screen in two ways, depending on which screen mode is active. In WYSIWYG mode, they appear as "⓪". The field number is not displayed. In the input line in Quick Entry mode, they appear as a two-digit field number enclosed by the two special characters "«" and "»".

To enter a merge code:

1. Make sure that you have specified the address book file which is to be used as the merge file. (Refer to "Specifying a Merge File" on the previous page.)
2. Move the cursor to the place where you wish to insert a merge code.
3. Press [Menu], type [2] (**Edit**) and then type [M] (**Merge Code**). A list box showing the field names will be displayed.



4. Press [Up], [Down] and the arrow keys to select the desired field title, and then press [Return]. The display will return to the normal editing screen and the merge code will be inserted at the current cursor position.
5. Repeat steps 2 to 4 to complete your merge codes.

   If you enter two field titles on a line, press [Space] before entering the second merge code, or the data will be printed with no space between the two codes.

NOTE

The maximum number of fields an address book file can have is 32. Thus, 32 is the highest number you can enter for a merge code. However, you can enter the same merge code as many times as you like into the document.
The lowest number which can be entered for a merge code is 00. This merge code does not refer to a field in the address book file; instead it represents the card number of the current card in the address book file.

To specify an address book file to be used as the data for the merge codes, refer to "Specifying a Merge File" on the previous page. You cannot enter merge codes before specifying the address book file to use as the merge file.

Merge codes can be deleted in the same way as a normal character.

Printing a Document Containing Merge Codes

Printing a document containing merge codes is basically the same as printing a normal document. However, there are some extra points which should be noted.

To print a document containing merge codes:

1. Make sure that the floppy disk containing the address book file to be used as the merge file is inserted into the floppy disk drive.
2. Insert a sheet of paper into the print mechanism.
3. Press [Menu], type [1] (**File**) and then type [M] (**Merge Print**). The message "Please wait..." will be displayed on the screen, and the Word Processor will check that the address book file which has been specified as the merge file is on the floppy disk. The following dialogue box will be displayed.

```
Merge Print
Cards From:[1 ] To:[1  ]
Density: ○Low ○Medium ◉High
Quality: ◉Fine ○Normal
Merge File: martin
```

4. Press [Tab] or [Shift] + [Tab] to move to an item in the dialogue box, and select the desired printing option.

Cards	Specifies which cards in the merge file (address book file) to print out
Density	Specifies the darkness of the printed text
Quality	Specifies the print quality
Merge File	Indicates the file name of the merge file. This cannot be changed from the dialogue box.

5. When all of the desired settings have been made, press [Return]. The message "Printing xx cards." will be displayed. (The number of cards being printed will appear in place of the "xx".) The Word Processor will then check that the file specified as the merge file is on the floppy disk. It also checks whether the merge codes in the document match the fields in the address book file. Press [Return] to print.

6. If a specified field number is not found in the merge file while checking, the message "Specified field number cannot be found. Print?" will be displayed. Select "Yes" to ignore the error and continue printing, or select "No" to cancel the printing, and then press [Return].

7. The document will then be printed out in the same way as a normal document. Refer to "Printing a Normal Document" on page 77 for more details.

NOTE *If you selected "Yes" after a merge code error was detected, the merge code or codes which generated the error will be ignored during printing. For instance, if a merge code generated an error, data such as "Dear O," in the document will be printed out as "Dear ,", with no data or space in place of the offending code.*

Step-by-Step Example of Merge Printing

Inserting merge codes into a document and printing the document out is not as complicated as it may seem at first glance. However, there is a certain order which should be followed in order to get the desired results.

In order to reduce any chance of confusion, an example of how to use merge codes is given on page 80. The example covers all the steps necessary, from creating the initial address book file to printing out the final document. If you are not familiar with how to use merge codes, we suggest you follow this example step by step while creating your merge document.

1. **First, create your address book file.**
   When creating the address book file, it is highly advisable that you enter field titles for all of the fields in the file. If you do not enter field titles, it will be more difficult to know what kind of data is contained in each field when you come to insert merge codes later into your Word Processor document. (Refer to "Typing Field Titles" on page 154 of the "Address Book" section for further details.)

2. **Select the cards from the address book file to be used for the merge print.**
   (Refer to "Selecting and Deselecting Cards" on page 151 of the "Address Book" section. This step can be skipped if you want to use all of the cards in the address book for the merge print.)

   You can go through the cards one by one, selecting those which you wish to include and deselecting those which are not necessary. However, if this looks as though it may be tedious, the following method of selecting the desired cards may be quicker.

   1) Deselect all cards in the address book file.
   2) Use the "Extract Cards" command to select all cards which contain the necessary information. (Refer to "Extracting Cards Containing Specific Data" on page 163 of the "Address Book" section.)
   3) Select all cards which were extracted using the "Extract Cards" command.

   An added advantage of the above method is that you can be more sure of selecting all the necessary cards than if you go through and select each card manually.

3. **Save the selected cards.** (Refer to "Saving an Address Book File" on page 146 of the "Address Book" section.)
   If you have selected some cards and deselected others, you need to make sure that you save the selected cards in a separate file. If unselected cards are saved together with the selected cards, the unselected cards will also be included in the merge print.

4. **Start the Word Processor application.**

5. **Prepare your document.**
   If you haven't already created your basic document, you can do so now. If you have already created the document and saved it, retrieve it from the floppy disk on which it was saved. (Refer to "Retrieving a Document" on page 38.)

6. **Specify the merge file to be used.** (Refer to "Specifying a Merge File" on page 81.)
   If you have edited and saved an address book file in the above steps, then the address book file you saved in step 3. will be the file to specify here.

   Make sure that the floppy disk which holds the specified address book file is inserted into the floppy disk drive at this time. Do not replace this disk with any other disk until the merge print has been completed.

7. **Insert the necessary merge codes into the document.** (Refer to "Inserting Merge Codes" on page 82 .)
   Make sure that the order of the merge codes match the order of the field titles in the address book file which you are using as the merge file.

8. **Print the document.** (Refer to "Printing a Document Containing Merge Codes" on page 83 .)

And that completes the merge print.

9. OTHER FUNCTIONS

The "**Other**" menu lists some commands from the Utilities application which you can also use within other applications. These include changing the system setup, deleting files from floppy disks and formatting floppy disks.

For details on how to use these functions, refer to the respective explanations in the "Utilities" section of this manual.

Spreadsheet

MODEL: FW-560

1. INTRODUCTION

A Spreadsheet is a useful tool for presenting data that consists primarily of numbers in a professional and easy-to-understand way in the form of a "worksheet". You can include features for automatically calculating totals, and you can also add titles and headings to improve the readability of your data. It is also simple to go back and update any information you have already entered, and any totals which will change as a result of the changed data will be automatically updated too, which can save a lot of time.

Besides this, you can change the appearance and layout of the worksheet in any number of ways according to your own preferences.

Starting the Spreadsheet

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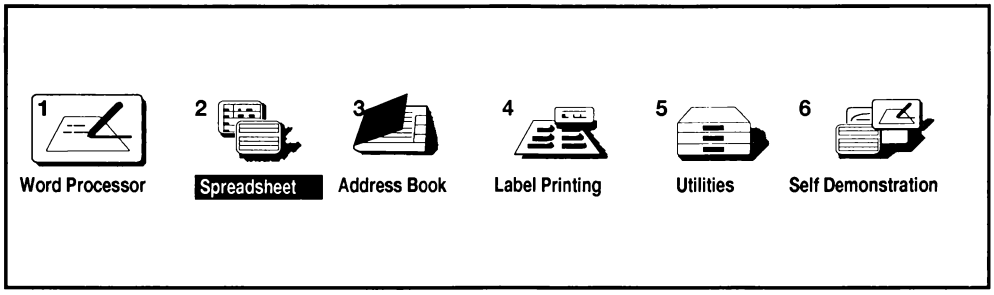
To start the Spreadsheet application:

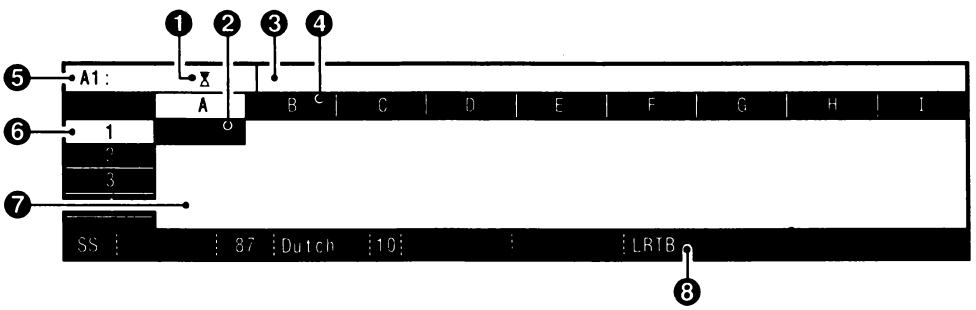
1. After the Font Writer is switched on, the Font Writer main menu will be displayed on the screen.



2. Press [→] or [←] to select "**Spreadsheet**", or press [2], and then press [Return]. The Spreadsheet application will then start, and soon the initial screen will be displayed. (See next page.) You can now go straight ahead and start creating a worksheet.

Explanation of the Spreadsheet Screen

The basic worksheet is divided up into "columns" and "rows". Each column is referred to by consecutive alphabetic characters, and each row is referred to by consecutive numbers.
The place where a column intersects with a row is called a "cell". It is the cell which holds each piece of data that is entered into the worksheet.
Due to restrictions on the size of the Font Writer's memory, the maximum number of columns and rows available will vary depending on the number of cells actually containing data. The display can only show a small part of the total worksheet at any one time.



❶ Calculation indicator

The symbol "⌛" appears here when the values in the worksheet are being calculated.

❷ Cell pointer

The cell pointer indicates the current cell which is selected. The cell selected and its contents are highlighted at this time. The corresponding column letters and row numbers are also highlighted for easy reference.
When the Spreadsheet application is started, the cell pointer is always located in the top-left cell (cell A1).

❸ Data input line

This line holds the data which has been typed before it is inserted into a cell. It also shows the data which is contained in the cell in which the cell pointer is positioned.

❹ Column letter

Each column is designated by either one or two letters. The first 26 columns have the letters "A" to "Z". Subsequent columns have two letters, such as "AA" or "FB".

❺ Cell address area

This shows the cell address, corresponding to the column letter and row number of the cell in which the cell pointer is positioned. When blocking mode is active, the first and last cells in the range of cells blocked will appear here separated by a colon (:).

❻ Row number

Each row is designated by a number. Rows are numbered in consecutive order starting from 1.

❼ Cell

A cell is the basic area in the spreadsheet where data can be entered. Each cell has its own "address". Each address consists of a letter (such as A, B or C) which indicates the cell's column, and a number (such as 1, 2 or 3) which indicates the cell's row. Thus the cell in the top-left corner of the worksheet has the address "A1".

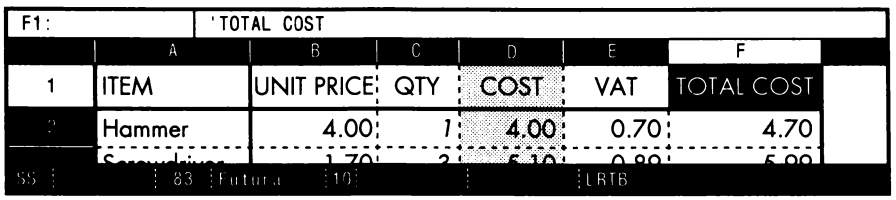
❽ Border indicator

Indicates whether borders have been set. The letters "L", "R", "T" and "B" represent the left, right, top and bottom border respectively.

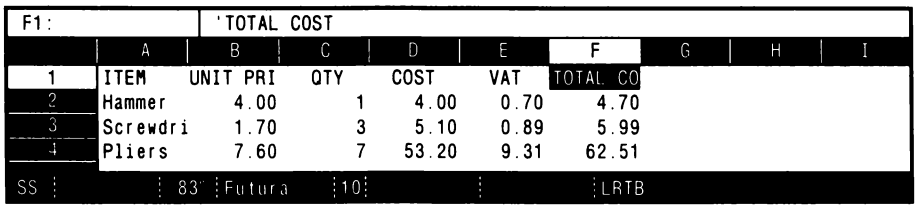
WYSIWYG and Draft Display

There are two basic modes in which the Spreadsheet screen is displayed. These are the "WYSIWYG" mode and the "Draft" mode.

"WYSIWYG" stands for "What You See Is What You Get". In this mode, the appearance of the screen display is very close to the actual appearance of the worksheet when it is printed out.



On the other hand, Draft mode gives a simplified view of the worksheet. In this mode, all data in the worksheet is displayed in a single typeface and point size, and other formatting such as different row heights, border lines and page breaks are not displayed.



The reasons for providing the Draft mode of display as an alternative to WYSIWYG mode are twofold:

1. If the worksheet contains a lot of characters with different typefaces or point sizes, for instance, it can take longer for the screen to be refreshed when a change is made in WYSIWYG mode.

2. In WYSIWYG mode, if some characters have been set to a fairly large point size, the amount of data that can be displayed on the screen at any one time is decreased. Because all characters have the same size in Draft mode, you can see more of the screen at one time.

Basically, the WYSIWYG display is useful for seeing how the worksheet will finally look when printed, whereas the Draft mode is useful if you are in the process of entering data and do not wish to worry about the worksheet formatting for the time being.

To switch the display between WYSIWYG and Draft modes:

1. Press [Menu], type [2] (**Edit**) and then type [W] (**WYSIWYG/Draft**), or press [Ctrl] + [W]. If the screen is currently displayed in WYSIWYG mode, it will switch to Draft mode, and if it is currently displayed in Draft mode, it will switch to WYSIWYG mode.

Redrawing the Screen

In WYSIWYG mode, the screen is normally redrawn every time an operation such as inserting and deleting cells or entering cell data is performed. However, there are occasions when some operations such as scrolling can cause the screen display to become slightly irregular. In such cases, you can manually order a redrawing of the screen to return it to the normal display.

To redraw the screen manually:

1. Press [Menu], type [2] (**Edit**) and then type [R] (**Redraw**), or press [Ctrl] + [D]. The screen will then be redrawn.

NOTE
This command is only available in WYSIWYG mode.

Exiting the Spreadsheet

If you exit the Spreadsheet application without saving the current worksheet, any changes to the worksheet which have not been saved will be lost. Refer to "Saving a Worksheet" on page 93 for details of the options available when saving a worksheet.

To exit the Spreadsheet:

1. Press [Menu], type [1] (**File**) and then type [E] (**Exit**).
2. If there is a worksheet on the screen which has been changed since the last time it was saved, the following warning message will be displayed.

```
Your latest changes have not been saved.
                Exit?
            [Yes]   [No]
```

Using the arrow keys, select "**Yes**" to exit without saving and return to the Font Writer main menu, or "**No**" to cancel the exit and return to the normal editing screen. Then press [Return].

2. WORKING WITH A WORKSHEET

Starting a New Worksheet

When you start the Spreadsheet application by selecting it from the main menu, a blank worksheet with no file name will be displayed. You can then start entering data into this blank worksheet straight away.

If you are already working on a worksheet but would like to start with a new worksheet, you can clear the current worksheet to obtain a blank screen.

To start a new worksheet:

1. Press [Menu], type [1] (**File**) and then type [N] (**New**).
   If you are already working on a worksheet which hasn't been saved since it was last modified, the following warning message will appear.

```
Your latest changes have not been saved.
                Erase?
            [Yes]   [No]
```

2. Select "**Yes**" to clear the current worksheet without saving it, or select "**No**" to return to the editing screen, and then press [Return]. If you want to save your worksheet, refer to "Saving a Worksheet" on page 93 .

   If you selected "Yes", the worksheet which you are currently working with will be cleared and a blank worksheet screen will be displayed.

NOTE
When you start a new worksheet in this way, sheet size, column width, row height, etc. will be returned to the default settings.

Saving a Worksheet

You can save the worksheet that you have created using the Spreadsheet application onto a floppy disk. In this way, you can keep a copy of the worksheet for later editing or printing.

To save the current worksheet:

1. Insert a floppy disk for saving the worksheet into the floppy disk drive.
2. Press [Menu], type [1] (**File**) and then type [V] (**Save**). The following dialogue box will be displayed.

```
Save
File Name: [■        ]  Date: [          ]
File Type: ◉Spreadsheet
           ○ASCII Text File
           ○Lotus 1-2-3 File
(Menu) File List
```

3. Type in the file name under which you wish to save the worksheet. Type in the date if desired (refer to "Entering Dates" on page 210 of the "Utilities" section for details on entering dates).
4. Press [Tab] to move to the "File Type" line, select the desired file type using the arrow keys and then press [Return].

Spreadsheet	Saves the worksheet in normal Spreadsheet format.
ASCII Text File	Saves the worksheet in the form of a text file which can be retrieved by an ASCII text editor. (Refer to "What is an ASCII Text File? on page 216 of Appendix D for information on what an ASCII text file is.)
Lotus 1-2-3 File	Saves the worksheet in a format which can be retrieved by Lotus 1-2-3 Release 2.3.

When Saving as an ASCII Text File

The separators used in the ASCII text file will be according to the specified separator settings. (Refer to "Setting Separators for ASCII Text Files" on page 96 for information on how to set text file separators.)

When Saving as a Lotus 1-2-3 Spreadsheet File

The worksheet will be saved in Lotus 1-2-3 Release 2.3 format.

Retrieving a Worksheet

If you have previously created a worksheet and saved it on a floppy disk, you can then retrieve that worksheet for further editing or printing.

If you retrieve a new worksheet while one is currently displayed on screen, the worksheet currently on screen will be lost. To avoid this, save the current worksheet before retrieving a new one.

To retrieve a worksheet from a floppy disk:

1. Insert the floppy disk containing the worksheet to be retrieved into the floppy disk drive.
2. Press [Menu], select [1] (**File**) and then type [O] (**Open**). The following dialogue box will be displayed.

```
Open
File Name: [■          ] File Type: ◉Spreadsheet
                                    ○Address Book
                                    ○ASCII Text File
                                    ○Lotus 1-2-3 File
(Menu) File List
```

3. Type in the file name of the worksheet you wish to retrieve.
4. Press [Tab] to move to the "File Type" line, and select the desired format using the arrow keys.

Spreadsheet	A worksheet file which was created using the Font Writer Spreadsheet application.
Address Book	An address book file which was created using the Font Writer Address Book application.
ASCII Text File	An ASCII text file which was created using an ASCII text editor. (Refer to "What is an ASCII Text File?" on page 216 of Appendix D for information on what an ASCII text file is.)
Lotus 1-2-3 File	A worksheet file which was created using the Lotus 1-2-3 (release 2.3) worksheet program.

Once you select the desired format, you can also press [Menu] to see a list of all files on the floppy disk with the selected format. Use the arrow keys to select the file to be retrieved.

5. Once the name of the file to be retrieved has been typed in or selected, press [Return]. The worksheet will then be retrieved and the file name will appear in the status bar.

When Retrieving an Address Book File

The address book file is retrieved into a worksheet in basically the same format as the List Display screen in the Address Book application. The card numbers will be displayed vertically in column A, starting from cell A2. The field titles will be displayed horizontally in row 1, starting from cell B1. The text will also be displayed horizontally, under the respective field titles. (Refer to "Card Display and List Display" on page 143 of the "Address Book" section for further details.)

Card selection data is not retrieved.

When Retrieving an ASCII Text File

The text will be retrieved into the worksheet in accordance with the specified separator settings. (Refer to "Setting Separators for ASCII Text Files" on page 96 for information on how to set text file separators.)

When Retrieving a Lotus 1-2-3 File

The Lotus 1-2-3 file will be retrieved in the same way as retrieving a spreadsheet file.

NOTE

The Font Writer can retrieve files created by Lotus 1-2-3 Release 2.3. (Files created by other versions of Lotus 1-2-3 may not be correctly retrieved.) Some characters and functions may be changed. For details, refer to "Lotus 1-2-3 Worksheet File to Font Writer Spreadsheet File" on page 223 of Appendix E.

Setting Separators for ASCII Text Files

When an ASCII text file is retrieved into a worksheet, the Spreadsheet application needs to know how to treat the text file in order to arrange it into rows and columns. To do this, it is necessary to insert identifying characters called "separators" into the text file. These separators tell the Spreadsheet application where the cell and row divisions will occur in the text.

In addition to preparing the text file correctly, it is also necessary to specify which characters are to be regarded as the separators within the Spreadsheet application.

To specify the characters to use as file separators:

1. Press [Menu], type [1] (**File**) and then type [C] (**Convert Setup**). The following dialogue box will be displayed.

```
Convert Setup
ASCII Text(Open/Save)
 Column Separator:○Tab ◉Comma
 Row Separator:   Return
```

2. Use the arrow keys to select the column separator, and then press [Return]. The display will return to the normal editing screen.

NOTE

The column separator can be set to either a tab code or a comma. However, the row separator is fixed as a "Return" code and cannot be changed.

Changing the Size of the Worksheet

When a new worksheet is created, the number of columns and rows in the worksheet are set to default values of 26 columns and 60 rows. You can set the number of both columns and rows to any number between 10 and 256.

To change the size of the worksheet:

1. Press [Menu], type [9] (**Other**) and then type [H] (**Sheet Size**). The following dialogue box will be displayed.

```
[ Sheet Size
  Sheet Size Column:[Z■  ] Minimum:J
  Sheet Size Row:   [60  ] Minimum:10 ]
```

2. Press [Tab] or [Shift] + [Tab] to move to the setting you wish to change, delete the previous settings and then type in the new setting.

   To increase the number of columns to a value which is greater than 26, use double letters. For instance, "AA" is column 27, "AB" is column 28, and so forth. The largest value which can be entered is "IV", which signifies column 256.

3. Once the desired settings have been entered, press [Return]. The worksheet size will be changed in accordance with the new settings entered if there is sufficient memory.

NOTE

Due to restrictions on the size of the Font Writer's memory, the maximum number of columns and rows available will vary depending on the amount of data which has been entered into the worksheet.

Even the blank worksheet itself takes up some amount of the Font Writer memory, so the maximum amount of data which can be input into the worksheet will also be reduced if a large sheet size is selected.

If the worksheet contains data, the size of the worksheet cannot be reduced past the area which contains data. The minimum setting possible will be displayed in the dialogue box.

A maximum of 36 columns can fit on each page. A page break is automatically inserted after the 36th column.

Moving to a Specific Cell

Besides using the pointer movement keys to move around the worksheet, you can move to a specific cell by using the "Go To" command and specifying the address of the cell you wish to move to.

To go directly to a specified cell:

1. Press [Menu], type [5] (**Search**) and then type [G] (**Go To**), or press [Ctrl] + [G]. The following dialogue box will be displayed.

```
Go To
Address: [ ]
```

2. Enter the address of the cell you wish to move the cell pointer to, and then press [Return]. The cell pointer will move to the cell address specified.

NOTE

You cannot use this command to move the pointer to cells in columns or rows which have been designated as titles.

If you type in just a column letter, the pointer will move to the new column but stay in the same row. For example, if the pointer is in cell C5 and you enter "A", the pointer will move to cell A5. A similar thing will happen if you enter just a row number.

Specifying a Range of Cells

Sometimes you may need to carry out the same operation, such as clearing or deleting, for several cells. You can do it by clearing or deleting each cell individually, but if the number of cells to be treated is large, this can be tedious and can take some time.

To make such repetitive operations easier, it is possible to specify a "range" of cells to apply an operation to. A range is specified by specifying the cells which will be in the top-left and bottom-right corners of the range. As a consequence, the shape of the cell range specified will be rectangular.

When a range of cells is specified, all cells in the range will be highlighted.

B2:E3

	A	B	C	D	E	I	G	H	I
1	ITEM	UNIT PRI	QTY	COST	VAT	TOTAL CO			
2	Hammer	4.00	1	4.00	0.70	4.70			
3	Screwdri	1.70	3	5.10	0.89	5.99			
4	Pliers	7.60	7	53.20	9.31	62.51			

The illustration on the previous page shows an example where a range of cells have been specified. In this case, the cell in the top-left corner is B2 and the cell in the bottom-right corner is E3. Thus the specified range consists of all cells in the rectangle defined by cells B2, B3, E2 and E3.

To specify a range of cells:

1. Position the cell pointer in the cell in the top-left corner of the range of cells to be selected.
2. Press [Block]. "↔" will appear in the status bar to indicate that a range of cells is being selected.
3. Move the cell pointer to the bottom-right corner of the range of cells to be selected. The selected cell range will be highlighted.
4. Carry out your required operation.

NOTE

You can block ranges of cells automatically by pressing [Block] several times. The ranges which can be blocked automatically in this way are listed below.

[Block]	*Press 1 time:*	*The current cell is blocked.*
	Press 2 times:	*All cells in the row in which the cell pointer is positioned are blocked. Further rows can be blocked one at a time by pressing [↑] or [↓].*
	Press 3 times:	*All cells in the column in which the cell pointer is positioned are blocked. Further columns can be blocked one at a time by pressing [→] or [←].*
	Press 4 times:	*The whole worksheet is blocked.*

You can also specify a range of cells by using [Shift]. Simply, hold down [Shift] and press the arrow keys. The selected cell range will be highlighted.

To cancel blocking, press [Cancel].

Preventing Title Columns and Rows from Moving

Inserting text at the top of each column and beside each row is a useful way to keep track of what data is contained in each column or row. However, it often happens that the text in these columns and rows may scroll off the edge of the screen as you move around the worksheet, particularly if the worksheet is a large one.

To overcome this problem, the Spreadsheet application lets you designate certain rows and columns which are to be displayed on the screen all the time. Columns and rows which are so designated will remain fixed in position on the display so they can be seen at all times.

F4: 820

	A	B	C	D	E	F	G	H	I
1	Type	Model	No.	Area	Unit Pri	Set Pric			
2	Window	PC-521	050	8-4	--	750			
3		CF-90	051	8-6	--	780			
4		CF-91	052	6-3	--	820			

In the above illustration, row 1 contains headings for each column. Normally, this row will disappear off the top of the screen when you scroll down through the worksheet.

F7: 1800

	A	B	C	D	E	F	G	H	I
1	Type	Model	No.	Area	Unit Pri	Set Pric			
5		FC-84	053	6-2	--	840			
6	Split	MT-528	101	10-3	1050	2000			
7		MT-529	102	10-4	950	1800			

If row 1 is designated as a title row, it will still be displayed in the same place on the screen, even if the screen has been scrolled as shown in the second illustration.

To prevent a column or row from being scrolled:

1. Position the cell pointer in the required column or row.
2. Press [Menu], type [7] (**Frame**) and then type [T] (**Titles**). The following dialogue box will be displayed.

```
[ Titles ]
[ ◉Both ○Vertical ○Horizontal ○Clear ]
```

3. Use the arrow keys to select the desired setting.

Both	The columns to the left and rows above the current cell pointer position will both be kept in the same position on the screen without being scrolled.
Vertical	The column to the left of the current cell pointer position will be kept from scrolling.
Horizontal	The row above the current cell pointer position will be kept from scrolling.
Clear	Clears title column and .row settings so that all columns and rows scroll normally.

4. Once the desired setting has been selected, press [Return]. The selected setting will then be applied to the worksheet.

NOTE

This function only applies to the columns and rows as they appear on the screen. It has no effect whatsoever on the way the worksheet appears when it is printed out.

When you carry out a spell-check, any data which is contained in a title will not be included in the check. Similarly, searching and replacing cannot be carried out on the contents of title columns and rows.

The title setting will be automatically cleared when you switch between WYSIWYG and Draft modes.

3. ENTERING AND CHANGING WORKSHEET DATA

Types of Worksheet Data

The following four types of data can be entered into the worksheet.

Text This is the term used to signify words and sentences. In the data input line, they always begin with an apostrophe (').

Values These are numbers which can be added, subtracted, multiplied, etc.

Formulas These are strings which consist of values, cell addresses (such as A1, B4, C3) and operators (such as +, and x). Formulas are used for making calculations using the contents of cells. An equals sign (=) should be entered before typing formulas.

Functions These are complex formulas which include command words and logical operators. In the data input line, they always begin with a "@".

Typing Text and Values into the Worksheet

There are two basic steps involved when entering data into the worksheet. When you type, the data you are entering first appears in the data input line, and is transferred into the worksheet when [Return] or an arrow key is pressed.

To type text and values into the worksheet:

1. Position the cell pointer in the desired cell.
2. Type the characters to be entered. "In" will appear in the cell address area to the left of the data input line. The characters typed will appear in the data input line at this time, not in the worksheet itself.
3. If you wish to change any of the characters you typed, press [⌫] to delete the characters you wish to change, and then type the new characters.
4. When you have finished typing, press [Return] or one of the arrow keys to input the typed string of characters into the cell.

NOTE

Each cell can normally contain up to 240 alphanumeric characters. However, if you insert special characters, symbols or accented characters, the maximum characters you can enter will be less than 240.

If you type a line of text which is longer than the cell width, only the portion which fits into the cell will actually appear in that cell. In WYSIWYG mode, if there is no data in the cell to the right, the display will overflow into that cell. However, this is merely for the purpose of viewing on the screen; the text concerned is still treated as being in the one cell.

The data will not overflow and be displayed in the cell to the right in Draft mode.

If the format applied to a cell does not allow the value in that cell to be displayed correctly, the value will instead appear as a row of asterisks.

If the first character of the data in a cell is one of the following characters, the data is treated as a value, a formula or a function. If you wish it to be text, type an apostrophe (') as the first character
0 1 2 3 4 5 6 7 8 9 + – @ (. # =

Changing the Data in a Single Cell

Once data has been entered into a cell, you can go back and change part or all of the data in that cell.

To change the data contained in a cell:

1. Position the cell pointer in the desired cell. The current contents of the cell will be displayed in the data input line. If the data is text or a formula, a reserved character (such as " ' " or "=") will be displayed as the first character.
2. Press [Edit] to start editing the cell contents. "Ed" will appear in the cell address area to the left of the data input line.
3. Press [←] or [→] to move to the part of the string which is to be changed.
4. Delete data by pressing [Del] ([Ctrl] + [Edit]) or [X], or insert data by typing.
5. Press [Return], [↑] or [↓] to accept the changed data. The previous contents of the cell will be replaced with the changed data.

NOTE
The contents of the cell will include a reserved character at the beginning of the string if the string is other than a value. If this reserved character is changed, the nature of the string will be changed as a consequence.

If you haven't pressed [Return] to enter changed data into a cell yet, you can cancel the change by pressing [Cancel].

If you have just typed or edited data in a cell, you can also cancel the change by using the "Undo" command (press [Ctrl] + [Z]).

Copying the Contents of Cells

If you wish to include the same data in different places in a worksheet, it can sometimes be easier to type the data once and then copy it several times.

To copy text from one cell to another:

1. Move the cell pointer to the cell from which you would like to copy the data. If you are copying a range of cells, specify the range of cells according to the procedure in "Specifying a Range of Cells" on page 98.

2. Press [Menu], type [2] (**Edit**) and then type [C] (**Copy**), or press [Ctrl] + [C].
3. Move the cell pointer to the cell to which you wish to copy the contents of the selected cell(s). If you blocked a range of cells for moving, move the cell pointer to the top-left cell of the area where the range is to be copied.
4. Press [Menu], type [2] (**Edit**) and then type [V] (**Paste**), or press [Ctrl] + [V]. The contents of the selected cell(s) will then be copied into the current cell.

NOTE

If you made a mistake in copying the data, you can reverse the operation using the "Undo" command (refer to "Undoing the Effect of the Last Command" on page 105) or by pressing [Ctrl] + [Z].

If you try to copy a section of data that is too big, the error message "Range specified is too large." will be displayed on the screen. Press [Return] to return to the blocked data, and reduce the size of the block.

If you print the worksheet before pasting, any data which was copied will be cleared from the temporary buffer memory. You must copy it again before it can be pasted.

You cannot copy borders and shading.

If there is not enough memory to hold the worksheet once data has been pasted, the error message "Memory full." will be displayed on the screen, and pasting will not be possible. Press [Return] to clear the message and return to the normal worksheet screen, and then delete unnecessary parts of the file to make it smaller.

Moving the Contents of Cells

Moving data from one cell to another is done in exactly the same way as copying cells; the only difference is that the contents of the cell at the original position are cleared.

To move data from one cell to another:

1. Move the cell pointer to the desired cell. If you are moving a range of cells, specify the range of cells according to the procedure in "Specifying a Range of Cells" on page 98 .
2. Press [Menu], type [2] (**Edit**) and then type [X] (**Cut**), or press [Ctrl] + [X]. The data in the current cell will be cleared.
3. Move the cell pointer to the cell into which you wish to move the contents of the selected cell(s).
4. Press [Menu], type [2] (**Edit**) and then type [V] (**Paste**), or press [Ctrl] + [V]. The data which was cleared in step 2. will then be copied into the current cell.

NOTE
If you made a mistake in moving the data, such as moving it from or taking it to the wrong cell, you can restore the affected cells to their original condition using the "Undo" command (press [Ctrl] + [Z]). The place where the data was pasted will be returned to its original condition, but the data which was cut will not be restored to its original condition.

If you try to move a section of data that is too big, the error message "Range specified is too large." will be displayed on the screen. Press [Return] to return to the blocked data, and reduce the size of the block.

Inserting Special Characters

The method of inserting special characters in the Spreadsheet application is the same as for the Word Processor application. Please refer to "Inserting Special Characters" on page 50 of the "Word Processor" section.

Viewing a Character which is Difficult to See

The method of viewing a character in a worksheet which is difficult to see is the same as for the Word Processor application. Please refer to "Viewing a Character which is Difficult to See" on page 51 of the "Word Processor" section.

Undoing the Effect of the Last Command

The method of undoing the effects of the last command in the Spreadsheet application is the same as for the Word Processor application. Please refer to "Undoing the Effect of the Last Command" on page 52 of the "Word Processor" section.

NOTE
The "Undo" command is effective for entering or editing data and for the following commands:

Edit menu
- *Cut*
- *Paste*
- *Insert Cells*
- *Delete Cells*

Font menu
- *Typeface*
- *Size*
- *Condensed*
- *Bold*
- *Underline*
- *Italic*
- *Outline*

Format menu
- *Character*
- *Alignment*
- *Number*
- *Column Width*
- *Row Height*
- *Page*

Search menu
- *Replace*
- *Sort*

Frame menu
- *Border*
- *Shading*

Formula menu
- *Auto Sum*

Other menu
- *Sheet Size*

4. WORKSHEET CALCULATIONS

One of the greatest advantages of using the Spreadsheet application is the ability to make automatic calculations of values in your worksheet. If you have previously used a hand calculator to calculate values, you will be able to fully appreciate the difference that this function can make.

Besides the advantage of speed, it also offers you greater accuracy. Because the process of calculation is computerised, there is no problem of typing in incorrect figures. As long as the data you have typed in is correct, the totals obtained will also be correct.

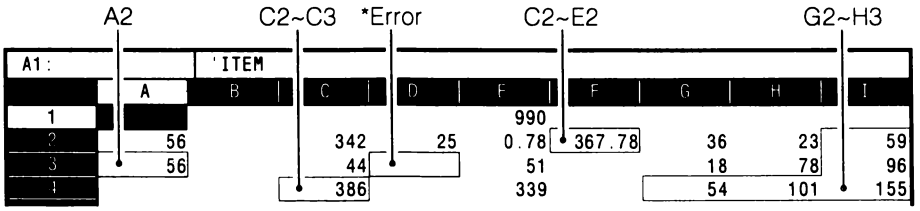
Calculating the Total of a Column or Row

The "Auto Sum" command can be used to automatically enter the sum of a column or row. It operates on a contiguous column or row of cells which contain values. If there is a cell in the column or row being calculated which contains text or is empty, any cells past that cell will not be included in the "Auto Sum" calculation.

Cells to the right or below the current cell are not included in the calculation. To include these, you need to type in a formula or function manually. (Refer to "Typing Formulas into the Worksheet" on the next page, or "Using Functions" on page 108 for details on how to do this.)

If you insert an "Auto Sum" function into the cell which is directly below and to the right of a rectangular block of cells, all of the values in that rectangular block will be added. An example of this is shown in cell I4 in the illustration.

The example below shows which cells are included in an "Auto Sum" calculation.



* Because both the cell above and the cell to the left of D3 contain values, an error beep will sound if you try to carry out an "Auto Sum" calculation for this cell, and the function will not be inserted into the cell.

To use the "Auto Sum" command:

1. Position the cell pointer in the cell which is to hold the calculated total.
2. Press [Menu], type [8] (**Formula**) and then type [A] (**Auto Sum**).

   A function which calculates the sum of the relevant cells will then be inserted into the current cell.

NOTE

The "Auto Sum" command cannot be used if the current cell already contains data. The cell used to insert the result must be blank.

Typing Formulas into the Worksheet

Page 107

Formulas can be used to carry out a wide variety of operations on cells in the worksheet. They consist of cell addresses, values and mathematical operators. The cell addresses specify which cells will be used for the calculation performed by the formula, and the operators specify what that calculation is to be.
For instance, the formula "A1+A2" adds the contents of cells A1 and A2, while the formula "B4*B5*B6" gives the product of cells B4, B5 and B6.

To enter a formula:

1. Position the cell pointer in the desired cell.
2. Enter an equal sign (=), and then type the desired formula according to the correct format. (Refer to "Mathematical and Logical Operators" on page 112.)
3. Press [Return] or one of the arrow keys to insert the formula into the cell.
   Once the formula is inserted in the cell, the result of the formula will appear in the cell rather than the actual formula.

NOTE

Don't forget to enter an equal sign (=) in front of formulas, otherwise they will be treated as normal text and not as formulas.

If the string entered does not constitute a valid formula, it will not be inserted into worksheet. Instead, the cursor will move to the location of the error in the data input line. This error must be corrected before the formula can be inserted into the worksheet.

Using Functions

Functions consist of three basic parts:

(1) A delimiter symbol (@) which indicates that the following characters comprise a function.
(2) An operator which specifies the operation to be performed.
(3) Parameters which represent values that you type in when you use the function.

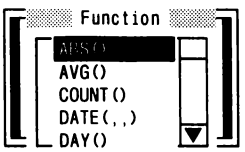
Function commands can be entered directly by typing or using the "Function" command which lets you select function commands from a menu.

To type functions into the worksheet:

1. Position the cell pointer in the desired cell.
2. Enter a delimiter symbol (@), type the desired function, and then type the opening parenthesis, and type the desired values and cell addresses. (Refer to the following pages for a list of the functions you can type.) Type the closing parenthesis and then press [Return]. The result of the function will appear in the cell rather than the actual function.

To enter functions using the menu:

1. Position the cell pointer in the desired cell.
2. Press [Menu], type [8] (**Formula**) and then type [F] (**Function**). A list of the functions that can be entered will be displayed.



3. Press [Up], [Down] or the arrow keys to scroll through the list of functions until the function you wish to select is highlighted, or type the first letter of the function to move straight to the first function which starts with that letter.
4. Once the desired function is highlighted, press [Return]. The selected function will be entered into the data input string.

NOTE

If the string entered does not constitute a valid function, it will not be inserted into the worksheet. Instead, the cursor will move to the location of the error in the data input line. This error must be corrected before the function can be inserted into the worksheet.

The function name can be typed in either upper-case or lower-case. It will always be displayed in upper-case after being typed.

The following gives a list of the function commands that can be used, along with a brief explanation of how each one is used.

List of Functions

@ABS (value)

Returns the absolute value of a given worksheet value. The absolute value of a worksheet value has no positive or negative sign.

Example: @ABS (–4) = 4
@ABS (A1) = 4 If cell A1 contains the value 4
@ABS (A1) = 4 If cell A1 contains the value –4

@AVG (value1,value2,...) or @AVG (address1:address2)

Returns the average (arithmetic mean) of a list of values.

Example: If cells C2:C4 contain the values 4, 14 and 6, then:
@AVG (C2:C4) = 8

@COUNT (data1,data2,...) or @COUNT (address1:address2)

Counts how many cells in a given cell range contain data.

Example: @COUNT (B5:B8) = 4 (if all the cells from B5 to B8 contain data)

@DATE (year, month, day)

Returns the serial number* for a date.

For years up to 1999, the last two digits of the year should be entered. For years from 2000 onward, the last two digits should be entered with a "1" preceding them.

Example: @DATE (94,2,5) = 34370 (serial number for February 5, 1994)
@DATE (194,2,5) = 70895 (serial number for February 5, 2094)

@DAY (serial number*)

Returns the day of the month (a value between 1 and 31) for a given date serial number.

Example: @DAY (34370) = 5
34370 is the serial number for February 5, 1994

@ERR

Forces a cell to display ERR. It is usually used with the function @IF to display "ERR" when certain conditions are not fulfilled.

@IF (A1>0,@ERR,A1) = ERR (if the value in cell A1 is greater than 0)

@EXP (value)

Calculates the value of e (=2.718282) to the power indicated by a given value.

Example: @EXP (1) = 2.7182818285
@EXP (2) = 7.3890560989 (= e^2)

@IF (condition,value if true,value if false)

Evaluates the condition and returns one value if the evaluation is true and another value if it is false. This function can be used when a calculation depends on whether it fulfills a certain condition or not.

Example: @IF (A3 >0,A3,0) returns the value in cell A3 if a value is positive, or returns the value 0 if a value is negative or zero.

@INT (value)
Rounds a value down to the nearest integer.
Example: @INT (4.5) = 4
@INT (-5.6) = -5

@ISERR (value)
Returns the value 1 (true) if any formula error is found in a cell, or the value 0 if no error is found. With this function, calculations which can be blocked by division by zero can be carried out.
Example: @IF (@ISERR (C1/C2), 0, C1/C2)
In this case, this formula checks the result of the division C1/C2. The function gives 0 if the result is the value ERR, and if the result is any other value, the function returns that result.

@ISNA (value)
Checks the cell for the value NA (not available). If the value is NA, 1 (true) is returned. If the cell contains any other value, 0 (false) is returned.
Example: @ISNA (B2) = 0 (false), if cell B2 contains a value

@LN (value)
Calculates the natural logarithm of a given value.
Example: @LN (2) = 0.6931471806
@LN (A3) = 1.3862943611, if cell A3 contains the value 4

@LOG (value)
Calculates the logarithm of a given value to base 10.
Example: @LOG (100) = 2 (10^2 = 100)
@LOG (4) = 0.6020599913

@MAX (value1,value2,...) or @MAX (address1:address2)
Returns the largest value in a specified range of values.
Example: If B2, B3 and B4 contain the values 23, 4 and 12 respectively, @MAX (B2:B4) = 23.

@MID ("text",position,count)
Extracts substrings from a given text string. The substring is "count" characters in length, and starts from the character in the position indicated by "position" where position "0" is the first character in the text string.
Example: @MID ("January", 0, 3) = Jan

@MIN (value1,value2,...) or @MIN (address1:address2)
Returns the smallest value in a specified range of values.
Example: If B2, B3 and B4 contain the values 23, 4 and 12 respectively, @MIN (B2:B4) = 4.

@MOD (value,divisor)
Calculates the remainder when an integer value is divided by a non-zero integer divisor.
Example: @MOD (8,2) = 0
@MOD (4,3) = 1
@MOD (-11,3) = -2

@MONTH (serial number)
Returns a value for a month for the given serial number where month 1 is January and month 12 is December.
Example: @MONTH (365) = 12
@MONTH (@DATE (94,2,5)) = 2

@NA
Forces a cell to display NA (not available).
Example: @IF (C12>2, @NA, C12) returns the value NA, if the value in cell C12 is greater than 2

@PI
Returns the value for pi (3.1415926.....).
Example: @PI = 3.1415926536

@ROUND (value,number of digits)
Rounds a value to the specified number of digits.
Example: @ROUND (15.15,1) = 15.2
@ROUND (15.15,0) = 15

@SQRT (value)
Calculates the square root of the given value.
Example: @SQRT (16) = 4
@SQRT (-2) = ERR

@STD (value1,value2,...) or @STD (address1:address2)
Calculates the standard deviation of a range of values.
Example: @STD (25,15,20) = 4.0824829046

@STRING (value,number of digits)
Converts the given value to a string with the specified number of decimal places.
Example: @STRING (194,2) = the string 194.00

@SUM (value1,value2,...) or @SUM (address1:address2)
Calculates the total of all of the values in a specified range.
Example: @SUM (3,4) = 7
@SUM (A5:A12) = sum of the values in cells A5 to A12

@VALUE (text)
Converts a numeric string into a value.
Example: @VALUE ("1.20") = 1.2
@VALUE (A3) = 65, if cell A3 contains the string "65"

@YEAR (serial number*)
Returns a year corresponding to the given serial number (e.g. 34370).
Example: @YEAR (@DATE (94,2,5)) = 94

* The serial number is a number which is used to express the date. Serial numbers are calculated in sequence, with 1st January, 1900 being equal to "1".

Mathematical and Logical Operators

The mathematical operators which can be used in formulas and functions are as follows.

Operator	Description	Example
+	Addition	A1+A2
-	Subtraction	A2-A1
/	Division	A2/A1
*	Multiplication	A1*A2
^	Exponent (x^n)	A1^2 (square of the value in A1)

In addition, the following logical operators can be used:

=	Equal to	A1=A2
<>	Not equal to	A1<>A2
<	Less than	A1<A2
>	Greater than	A1>A2
<=	Less than or equal to	A1<=A2
>=	Greater than or equal to	A1>=A2

For the above logical operators, a "1" is inserted into the cell if the expression is TRUE, and a "0" is inserted if the expression is FALSE.

x#AND#y	Returns TRUE if both x and y are non-zero, FALSE otherwise
x#OR#y	Returns TRUE if either x or y is non-zero, FALSE otherwise
#NOT#x	Returns TRUE if x is zero, FALSE otherwise

In addition, the following text string operator can be used:

&	Combines two expressions. For example, if cell A1 contains the text string "Sun" and cell A2 contains "day", then A1&A2 will produce the text string "Sunday".

Calculations are performed in a specific order. Some operators (such as multiplication and division) have precedence over others (such as addition and subtraction). The ordering of these operators will affect the result of the calculation.

The order of precedence is as follows:

1. Parentheses
2. Exponents (x^n)
3. Multiplication and division
4. Addition and subtraction
5. Logical operators

NOTE
If the formula you entered does not give the correct result or if a beep sounds when the formula is entered, check that there is a closing parenthesis to accompany each opening parenthesis, and also check the order of operations.

Each cell can contain up to 240 alphanumeric characters.

The Spreadsheet program will automatically determine whether the string typed is text, a value or a formula. If you enter only numbers into a cell, the numbers will automatically be treated as a value. However, you can have the Spreadsheet function treat them as text by typing an apostrophe (') before typing the numbers.

To insert the exponent character "^" into formulas and functions, press [Shift] + [6], *and then press* [Space]. *The "^" character is usually used as an accent key, so if you press "^" only, it won't be inserted.*

Defining a Range for a Function

In many of the functions listed on the previous four pages, a range of values is used for computing, such as for calculating a total of a column or an average of several values. So when typing a function, you need to indicate the cell addresses for the calculation.
If there are only two cell addresses, you can write them in parentheses and separate them with a list separator. (Refer to "5. SYSTEM SETUP" on page 206 of the "Utilities" section for an explanation of what a list separator is.) (e.g. @SUM(C2,B2)) If there are more than two cell addresses in the function, it becomes very tiresome to input each single cell address. You can therefore specify a range of cells in the function. For instance, if you wish to include all cells from A2 to A6, simply type the first and last cell addresses in the range in parentheses and separate them with a colon (e.g. @SUM(A2:A6)). Similarly, if the range spreads over more than one column or row, type the cell in the top-left corner and the cell in the bottom-right corner to define the range (e.g. @SUM(A2:D6)).

NOTE
When you enter a function, an equals sign (=) is automatically entered in the data input line.

Relative and Absolute References

Cell addresses which have been entered into a formula just as they are are "relative" addresses. This means that if a formula is copied from one cell to another, the cell addresses in that formula are automatically updated to calculate values based on its new position, rather than on its old position.

For instance, you could place a formula in cell E1 to add three numbers in cells A1, B1 and C1. If you copied this formula down three rows to E3, the formula would automatically be changed to reflect the new position. The formula "A1+B1+C1" would thus become "A3+B3+C3".
However, if the cell addresses in the original formula were designated as absolute addresses, the formula would continue to refer to the original cells A1, B1 and C1, regardless of where the formula was moved to.

A list of the different combinations that are possible is given below.

Cell address format	Effect on cell reference
A1	Both the column and row references will be updated when required.
$A1	Only the row reference will be updated. The column reference will always be the same.
A$1	Only the column reference will be updated. The row reference will always be the same.
A1	Neither the column reference nor the row reference will be updated.

Updating the Calculation Results

Formula and function results are automatically calculated when the formula or function is first entered. In addition, all formula and function totals in the worksheet are updated automatically when any one of the following occurs:

- When new data is entered into a cell
- When cells are inserted or deleted
- When a file is retrieved
- When data is cut or pasted
- When worksheets are combined
- When replacing or sorting the contents of cells
- When changing the worksheet size
- After using the "Corrector" or "Thesaurus" commands
- After editing or clearing cell data

The cells are calculated row by row from left to right, starting from cell A1.

In certain situations, it is possible that the totals calculated during this process will not be completely accurate. This can occur in cases where the worksheet contains formulas and functions which refer to cells that contain other formulas or functions.

A4:

	A	B	C	D	E
1	10	32			
2	12				
3	22				
4					

In the above example, cell A3 contains a formula which adds the contents of cells A1 and A2. Furthermore, cell B1 contains a formula which adds the contents of cells A1 and A3. The formula in A3 evaluates to 22 (10 + 12), and the formula in B1 thus evaluates to 32 (10 + 22).

If the value in cell A2 is changed from 12 to 15, for example, the formulas will all be recalculated. However, because of the direction of calculation, (row by row, from left to right), the formula in cell B1 will be evaluated before the formula in cell A3. Thus, B1 will still evaluate to 32, because the formula in cell A3 will not yet have been updated.

A command is provided which lets you order a recalculation of the worksheet at any time. Thus, if you use this command to recalculate the totals a second time, the formula in cell A3 will have been updated, so the formula in cell B1 will now evaluate correctly.

To recalculate all worksheet totals manually:

1. Press [Menu], type [8] (**Formula**) and then type [R] (**Recalculation**). All formula and function totals in the worksheet will then be updated.

NOTE

It may not always be immediately apparent that the worksheet totals are not being completely updated whenever the worksheet is recalculated. It depends on the complexity of the particular worksheet. To ensure that situations such as the above do not occur, it is recommended that you recalculate the worksheet before printing the final copy.

** Note: The default number of recalculations is set to 15*

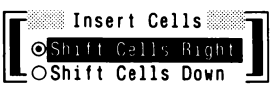
5. CHANGING THE NUMBER OF CELLS

Inserting a New Cell

It is possible to insert a blank cell between existing cells in the worksheet. When inserting a new cell, you can specify whether you want other cells to be moved sideways (inserting the cell into a row) or downwards (inserting the cell into a column).

To insert a new cell:

1. Move the cell pointer to the position where the cell is to be inserted.
2. Press [Menu], type [2] (**Edit**) and then type [I] (**Insert Cells**), or press [Ctrl] + [I]. The following dialogue box will be displayed.



3. Press the arrow keys to select "**Shift Cells Right**" (to move the current cell and all cells to the right of it one cell to the right) or "**Shift Cells Down**" (to move the current cell and all cells below it one cell down) and then press [Return].

NOTE

A range of cells can be inserted in the same manner by specifying a range of cells in step 1.

Any formulas and functions which refer to cells which were moved as a result of the insertion will remain unchanged by the insertion. Thus it may be necessary to edit some of the formulas and functions in the worksheet after you have inserted some cells.

Borders and shading will not move even if new cells are inserted.

If inserting new cells would cause existing cells containing data to be moved outside the worksheet, an error message will be displayed and the new cells will not be inserted.

Inserting a New Column or Row

The procedure in "Inserting a New Cell" explains how you can insert single cells into the worksheet. Besides this, however, it is also possible to insert a whole column or row into the worksheet, and to move the existing rows and columns to accommodate them.

For instance, if you insert two new columns, the blocked columns and all columns to the right of them will move two columns to the right. Similarly, if you enter two new rows, the blocked rows and all rows below them will be moved two rows down.

To insert a new column or row:

1. Move the cell pointer to the place where you wish to enter a new column or row.
2. If you wish to insert a new row, press [Block] twice. To insert a new column, press [Block] three times.
3. If you wish to insert more than one column or row, use the arrow keys to block the corresponding number of columns or rows to be inserted. (Refer to "Specifying a Range of Cells" on page 98 .)
4. Press [Menu], type [2] (**Edit**) and then type [I] (**Insert Cells**), or press [Ctrl] + [I]. The new columns or rows will then be inserted.

NOTE

If you insert new cells into a worksheet, any formulas or functions with relative addresses that refer to cells which were moved will automatically be updated. (Refer to "Relative and Absolute References" on page 114.)

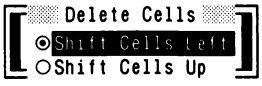
The overall worksheet size will not change even if new columns or rows are inserted.

Deleting a Cell

In addition to deleting just the data in a cell, It is possible to delete a whole cell, along with any data it may contain. When deleting a cell, you can specify whether you wish other cells to be moved sideways (deleting a cell in a row) or upwards (deleting a cell in a column).

To delete a cell:

1. Move the cell pointer to the cell which is to be deleted.
2. Press [Menu], type [2] (**Edit**) and then type [D] (**Delete Cells**), or press [Del] ([Ctrl] + [Edit]). The following dialogue box will be displayed.



3. Press the arrow keys to select "**Shift Cells Left**" (to move the current cells and all cells to the right of it one cell to the left) or "**Shift Cells Up**" (to move the current cell and all cells below it one cell up) and then press [Return].
   The cell in which the cell pointer is positioned will be deleted, along with any data in that cell.

NOTE

Borders and shading will not move even if cells are deleted.

The range of cells can be deleted in the same manner by specifying a range of cells in step 1.

Any formulas and functions which refer to the cell which was deleted will remain unchanged by the deletion. Thus it may be necessary to edit some of the formulas and functions in the worksheet after you have deleted some cells.

If deleting a cell causes a formula or function to reference a cell which is outside the worksheet size, the letters "REF" (which means a referencing error) will be inserted into the formula or function. For instance, if cell C3 contains a formula or function which references cell A1, and then you delete the range A1:B3, the data in cell C3 will be moved to cell A3. The original cell A1 which was referenced by this formula or function will then effectively have moved off the edge of the worksheet, causing the error. And the letters "ERR" will be inserted into the cell containing the formula or function with the letters "REF" in it.

Deleting a Column or Row

The procedure in "Deleting a Cell" explains how you can delete single cells from the worksheet. Besides this, however, it is also possible to delete a whole column or row from the worksheet, and to move the remaining rows and columns to accommodate this deletion.

For instance, if you delete a column, all of the remaining columns to the right of the deleted columns will move one column to the left. Similarly, if you delete a row, all remaining rows below the deleted row will be moved one row up.

To delete a column or row:

1. Move the cell pointer to the place where you wish to delete a column or row.
2. If you wish to delete a row, press [Block] twice. To delete a column, press [Block] three times.
3. If you wish to delete more than one column or row, use the arrow keys to block the columns or rows to be deleted.
4. Press [Menu], type [2] (**Edit**) and then type [D] (**Delete Cells**), or press [Del] ([Ctrl] + [Edit]).
   The blocked columns or rows will then be deleted.

NOTE

If you delete rows or columns from a worksheet, any formulas or functions with relative addresses that refer to cells which were moved will automatically be updated. (Refer to "Relative and Absolute References" on page 114.)

If you do not block the whole of a column or row, all cells to the right or below the deleted block are moved, but the cells in other columns or rows are not affected.

The overall worksheet size will not change even if columns or rows are deleted.

Combining Two or More Worksheets

It is possible to combine a Font Writer worksheet file which is stored on a floppy disk (called the "disk file") with the worksheet file which is displayed on the screen (called the "on-screen file").

To combine two worksheet files:

1. If necessary, retrieve the file which is to be the on-screen file from the floppy disk on which it is stored. (Refer to "Retrieving a Worksheet" on page 94 for details on how to retrieve a worksheet.)
2. Insert the floppy disk containing the disk file into the floppy disk drive.
3. Position the pointer in the on-screen file at the point where you wish to insert the disk file.
4. Press [Menu], type [1] (**File**) and then type [I] (**Insert**). The following dialogue box will be displayed.

```
[ Insert
  File Name: [■          ]
  ──────────────────────
    (Menu) File List ]
```

5. Enter the name of the disk file to be inserted and then press [Return]. The disk file will then be inserted into the on-screen file before the row in which the pointer is currently positioned.

NOTE

The on-screen file is used as the basis for determining the number of columns, the column widths and the shading for the worksheet disk file.

If the number of columns in the disk file is less than the number of columns in the on-screen file, the whole disk file can be retrieved. Extra columns will be blank. On the other hand, if the number of columns in the disk file is greater than the number of columns in the on-screen file, the columns which do not fit will not be retrieved.

If there is insufficient memory to hold the whole of the disk file, only the part of the disk file which will fit into the memory will be retrieved.

Each row of the disk file will take up one whole row of the on-screen file.

The number of rows will not change even if a file is inserted. If the number of extra rows in the on-screen file is less than the number of rows in the disk file, only the part of the disk file which will fit into the worksheet will be inserted, and the message "Not enough rows in worksheet." will be displayed. (Refer to "ERROR MESSAGE" on page 227 of the "Appendix F" section.)

6. FORMATTING THE WORKSHEET

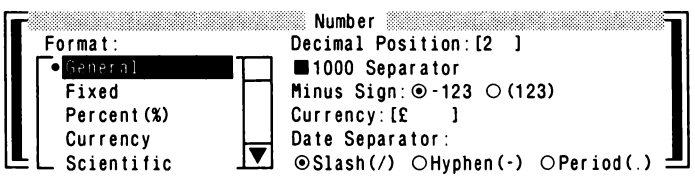
In addition to simply entering text and values into your worksheet, you can add extensive formatting to the worksheet to make the data easier to see and understand, and to add a professional touch to the worksheet overall.

Changing the Display Method for Cell Values

It is possible to change the method by which values are displayed in cells to make the worksheet data easier to understand and to enhance the overall appearance.

To change the display method for a cell or a range of cells:

1. Position the cell pointer in the cell in which you wish to change the format, or specify the range of cells for which you wish to change the format. (Refer to "Specifying a Range of Cells" on page 98 .)
2. Press [Menu], type [4] (**Format**) and then type [N] (**Number**). The following dialogue box will be displayed.



3. Use the arrow keys to highlight your required format. Then press [Tab] or [Shift] + [Tab] to move to the desired display option to be set.

Format	Sets the general format for value display. An explanation of each item in the list box is on the next page.
Decimal Position	Indicates how many decimal places are used when displaying values. This option is only available when the "Fixed", "Percent", "Currency" or "Scientific" setting has been selected.
1000 Separator	Specifies whether a separator is to be inserted after every three digits. This option is only available when the "Fixed", "Percent" or "Currency" setting has been selected.
Minus Sign	Specifies whether negative values are to be displayed with a minus sign "–" or in parentheses "( )". This option is only available when the "Fixed" or "Currency" setting has been selected. The minus sign will always be displayed as "–" in other settings.
Currency	Specifies which character is to be used as the currency symbol. This option is only available when the "Currency" setting has been selected.

Date Separator Specifies which character is to be used as the date separator. This option is only available when a date setting has been selected.

The table below explains the display settings which are available for the "Format" item.

Format	Effect on Cell Display
General	The number of digits is automatically chosen according to the column width.
Fixed	The number of decimal places is fixed. The following options can be selected: A. Choosing the number of decimal places from 0 to 10 B. Inserting a separator after each three digits (1,000,000) C. Choosing the display of a negative value, either with a minus sign or with parentheses (-27 or (27))
Percent	Display of percentages with decimal places from 0 to 10 and a comma after every three digits
Currency	The thousands are separated by a comma. Decimal places are from 0 to 10. A display of negative values includes minus sign or parentheses. A currency symbol is included (the default is "£", but any other currency symbol can be displayed).
Scientific	Shows the value in exponential notation from 0 to 10 decimal places, with an exponent ranging from -99 through +99. Example: 465 becomes 4.65E+02.
Date (DD MMM YY DD MMM :)	A given serial number is displayed as a date. The day, month and year are separated by a selected character. (Choose either a slash, hyphen or period as the separator.) Six different date displays can be selected (e.g. 28-May-94). It is useful to use this together with the "date" function (@DATE). Refer to page 109.

NOTE

If negative numbers are selected to be shown in parentheses, a space will be placed at the end of all positive numbers in the worksheet so that positive and negative numbers will align properly within columns.

The letters "D", "M" and "Y" represent the day, month and year respectively. The number of characters indicates how many characters you wish to have displayed for each.

You should always type negative value with a minus sign "–" even if you select parentheses "( )" in the "Minus Sign" setting.

Changing the Width of a Column

The width of a column is set according to different measurements depending on which screen mode is being displayed. In WYSIWYG mode, the column widths can be set in multiples of 0.01 of an inch or 0.01 of a millimetre. In Draft mode, however, you can set the column width to one of four predetermined widths only.

When you start working with a worksheet, all columns in the worksheet have the same width.

To change the width of a column:

1. Move the cell pointer to the desired cell or block a range of cells. (Refer to "Specifying a Range of Cells" on page 98.)
2. Press [Menu], type [4] (**Format**) and then type [W] (**Column Width**). The following dialogue box will be displayed.

```
Column Width
Column Width: [1.00  ] inch     [Fit Width]
Appearance in the Draft mode:
    ◉ 8  ○16  ○24  ○32  (Char)
```

3. Press [Tab] or [Shift] + [Tab] to move to each line and then select the desired column width.

   In this dialogue box, the "Column Width" setting is the width of the column in WYSIWYG mode. If the screen is currently in Draft mode, the screen appearance will not change even if this setting is changed. However, you will be able to see the different setting when you return to WYSIWYG mode. Similarly, the setting for the bottom row only affects the screen appearance in Draft mode. It will not affect the WYSIWYG screen appearance.

   In WYSIWYG mode, if you would like the column width to match the width of the longest line of text in the column, simply press [Tab] to highlight "Fit Width". In this case, the "Column Width" settings which have been made in this dialogue box will be disregarded.

4. Once your selection is completed, press [Return]. If you wish to select the "Fit Width" option, make sure that it is highlighted at this time. The column width will then change to the new setting.

NOTE
If the cell width is too narrow for the value entered to be displayed properly, the value will automatically be displayed in exponential form. Values with decimals will be displayed in the full width of the cell, and any decimal places that will not fix will be rounded off.

*If the width of a column containing values is decreased so that the values cannot fit into the column, *** marks are displayed in cells which contain values which will not fit. However, the values will not be deleted. If the column width is increased again, the original values can be displayed properly again.*

Changing the Height of a Row

The height of each row is measured in "points". One point is approximately 1/72 of an inch (0.352 mm). The row heights can be set to between 2 and 648 points, in steps of 0.1 point. (648 points equals approximately 9 inches or 23 cm.) The default row height is 12.6 points.

When setting the height of a row, it is not necessary to block every cell in the row. When a row height setting is changed, the change will be applied automatically to the entire row in which the cell pointer is positioned.

To change the height of a row:

1. Move the cell pointer to the desired cell or block a range of cells. (Refer to "Specifying a Range of Cells" on page 98 .)
2. Press [Menu], type [4] (**Format**) and then type [R] (**Row Height**). The following dialogue box will be displayed.

```
Row Height
Row Height:[12.6■ ]point     [Fit Height]
```

3. Enter the desired row height in points.
   If you would like the row height to match the height of the largest text point size in the row, simply press [Tab] to highlight "Fit Height". In this case, the point size setting will be disregarded.
4. Once your selection is complete, press [Return]. If you wish to select the "Fit Height" option, make sure that it is highlighted at this time. The row height will then change to the new setting.

NOTE
Row heights can be entered to a precision of one decimal place.

The row height cannot be less than the character point size in the cell.

If a large point-sized character is typed, the row height will be automatically increased. In Draft mode, changes in the row height which result from changing the character size will not be reflected in the dialogue box entry for the row height. Switch to WYSIWYG mode (Ctrl + W) if you wish to check the row heights. However, the row height will not be decreased when the character size is reduced.

In draft mode, the rows are always the same height.

Aligning Data in Cells

When text is entered into a cell, it is automatically aligned with the left edge of the cell. When values are entered into a cell, they are automatically aligned with the right edge of the cell. However, you can change the horizontal adjustment settings to align the text and values differently within the cell.

To change the alignment of data within a cell or range of cells:

1. Position the cell pointer in the desired cell, or block a range of cells. (Refer to "Specifying a Range of Cells" on page 98.)
2. Press Menu, type 4 (**Format**) and then type A (**Alignment**). The following dialogue box will be displayed.

Standard	Text is aligned with the left edge of the cell, values are aligned with the right edge of the cell, and logical value (such as "NA") and error values (such as "ERR") are aligned in the centre of the cell.
Left	All data is aligned with the left edge of the cell.
Centre	All data is centred at an equal distance from the left and right edges of the cell.
Right	All data is aligned with the right edge of the cell.

3. Press the arrow keys to select the desired method of alignment from the dialogue box, and then press Return.

   The type of alignment selected will then be applied to the data in the selected cell or range of cells.

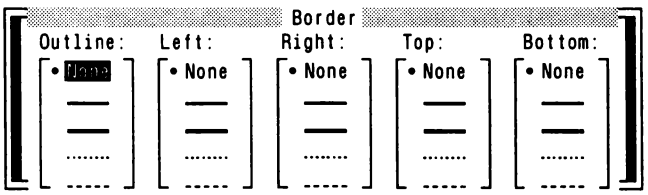
NOTE
Left, Centre or right alignment can also be set using the shortcut key. (Refer to "Appendix A. SHORTCUT KEYS" on page 211.)

Drawing Border Lines

It is possible to include border lines in the worksheet which will be printed out with the worksheet data.

To draw border lines:

1. Position the cell pointer in the desired cell, or specify a range of cells. (Refer to "Specifying a Range of Cells" on page 98.)
2. Press [Menu], type [7] (**Frame**) and then type [B] (**Border**). The following dialogue box will be displayed.



3. Press [Tab] or [Shift] + [Tab] to move to the desired list box.

Outline	Change the appearance of all border lines for the cell(s).
Left	Change the appearance of the left border line.
Right	Change the appearance of the right border line.
Top	Change the appearance of the top border line.
Bottom	Change the appearance of the bottom border line.

4. Use [↑] or [↓] to select the desired type of border line.
5. Repeat steps 3. and 4. to make all the desired settings, and then press [Return]. The selected border settings will then be applied to the specified cell or cells and the status bar will show which parts of the cell have been selected.

NOTE

Different border lines can be applied to different lines in the same cell. For instance, it is possible to have one setting for the vertical borders and a different setting for the horizontal borders.

Border lines are not displayed on the screen in Draft mode.

You cannot draw borders at the right and bottom edges of the worksheet.

The outline setting takes precedence over all of the other settings.

If different border settings are bordering on the same line of a cell, the precedence is as following:
1. Thick 2. Thin 3. Dashed 4. Dotted 5. None

Changing the Appearance of Text and Values

The method of adding attributes for characters in a worksheet is the same as for the Word Processor application. Please refer to "Changing the Appearance of Text" on page 61 of the "Word Processor" section.

NOTE
Character attributes are applied to all text in the specified cells. It is not possible to add the attributes to part of the text in a cell.

Super/Subscript cannot be used in the Spreadsheet application.

In draft mode, you cannot see the different character attributes.

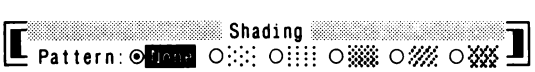
It is not necessary to press [Block] *if you want to change the attributes for a single cell. It is sufficient just to move the cell pointer to the cell.*

If you block the whole of the worksheet and then add attributes to the blocked cells, it will use up memory even if there is no data in some of the blocked cells. If it looks as though you will not have enough memory for your file, add attributes only to the cells that actually require them.

Adding Shading to a Cell or Range of Cells

Shading can be applied to a cell or a range of cells to emphasise certain parts of the table.

To add shading to a cell or cell range:
1. Position the cell pointer in the desired cell, or specify the range of cells to be shaded. (Refer to "Specifying a Range of Cells" on page 98.)
2. Press [Menu], type [7] (**Frame**) and then type [S] (**Shading**). The following dialogue box will be displayed.



3. Press the arrow keys to select the desired shading pattern, and then press [Return]. Shading will then be applied to the specified cell or cells.

NOTE
Shading is not displayed on the screen in Draft mode.

Adding Page Breaks

Page breaks are formatting instructions which show where one page ends and the next begins. You can manually add page breaks to your worksheet so that it will print out only part of the total area of the formatted page.

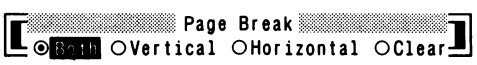
For instance, if there is no page break inserted, the worksheet will be printed out on the whole of the page, and the part which does not fit on that page will be printed on second and subsequent pages. A single dashed line "–·–" will appear in between these pages.

However, if you add a page break at a given point in the worksheet, the first printed page will contain only the section of the worksheet down to that point, and the rest of the worksheet will start from the next page.

Page breaks can be added both between columns and between rows. They appear on the screen as a double dashed line "–··–".

To insert a page break:

1. Move the pointer to the position where you wish to insert the page break.
2. Press [Menu], type [4] (**Format**) and then type [B] (**Page Break**), or press [Ctrl] + [Return]. The following dialogue box will be displayed.



3. Press the arrow keys to select the desired item, and then press [Return].

Both	Both column and row page breaks will be inserted at the current pointer position.
Vertical	A column page break will be inserted at the current pointer position.
Horizontal	A row page break will be inserted at the current pointer position.
Clear	Clears page breaks which have been manually inserted. The page break to be cleared must be positioned above or to the left of the cell pointer.

NOTE

The default setting which appears in the dialogue box will vary depending on where the cell pointer is positioned. If the cell pointer is in column A (except in cell A1), the default selection will become "Horizontal". If the cell pointer is in row 1 (except in cell A1), the default selection will be "Vertical". If the cell pointer is positioned anywhere other than the above, the default selection will be "Both".

It is not possible to insert a page break if the cell pointer is positioned in cell A1.

The page break will appear only in WYSIWYG mode.

Changing the Page Layout

The method of changing the page layout in the Spreadsheet application is the same as for the Word Processor application. Please refer to "Changing the Page Layout" on page 54 of the "Word Processor" section.

NOTE
You cannot change the default font size in the Spreadsheet application.

Creating Headers and Footers

The method of creating headers and footers in the Spreadsheet application is the same as for the Word Processor application. Please refer to "Creating Headers and Footers" on page 59 of the "Word Processor" section.

7. SEARCHING AND REPLACING

Finding Expressions

The method of finding expressions in the Spreadsheet application is the same as for the Word Processor application. Please refer to "Finding Text" on page 66 of the "Word Processor" section.

NOTE
It is not possible to search for formulas and functions using the "Find" command.

Searching cannot be carried out on the contents of title columns and rows. (For more details on titles, refer to "Preventing Title Columns and Rows from Moving" on page 100.)

If you enter values as the data to be searched for, only cells containing values will be included in the search. To search for values which are contained in text, you need to input the value as a text string. To do this, type an apostrophe (') before typing the value.

Sometimes value are not displayed in the same way that were input, for instance if the cell width is narrow. To search for a value, you need to type it exactly as it was originally input into the cell, not as it is actually displayed in the cell.

Replacing an Expression with Another Expression

The method of replacing text and other expressions in the Spreadsheet application is the same as for the Word Processor application. Please refer to "Replacing Text with Other Text" on page 67 of the "Word Processor" section.

NOTE
It is not possible to replace formulas and functions using the "Replace" command.

Replacing cannot be carried out on the contents of title columns and rows. (For more details on titles, refer to "Preventing Title Columns and Rows from Moving" on page 100.)

You cannot replace text with a value. If you do, the replaced value is treated as text.

8. USING THE SPELL CHECKER AND THESAURUS

Checking for Spelling Errors

The method of spell-checking a worksheet is the same as for the Word Processor application. Please refer to "Checking for Spelling Errors" on page 70 of the "Word Processor" section.

Correcting Spelling Errors

The method of correcting spelling errors is the same as for the Word Processor application. Please refer to "Correcting Spelling Errors" on page 71 of the "Word Processor" section.

NOTE
Before using the Corrector, press [Edit] *and then position the cursor in the word to be corrected.*

User's Dictionaries

The method of using user's dictionaries is identical for all Font Writer applications.

Adding and Deleting Words from a User's Dictionary

Please refer to "Adding Words to a User's Dictionary" on page 72 or "Deleting Words from a User's Dictionary" on page 73 of the "Word Processor" section.

NOTE
You can only add a word in the data input line.

Loading and Saving a User's Dictionary

Please refer to "Saving a User's Dictionary" on page 203 or "Loading a User's Dictionary" on page 204 of the "Utilities" section.

Using the Thesaurus

The method of using the Thesaurus is the same as for the Word Processor application. Please refer to "Using the Thesaurus" on page 76 of the "Word Processor" section.

NOTE
Before using the Thesaurus, press [Edit] *and then position the cursor in the word to be searched for by thesaurus.*

9. SORTING

Once you have entered a certain amount of data into your worksheet, you can sort it in a certain order, for instance by surname or place of residence, etc. You can also specify whether you wish to sort by columns or by rows, and whether you would like the sort to be conducted in ascending or descending order. The positions of rest of the data in the range will be changed in accordance with the changes in the positions of the key data.

When doing a sort, you need to specify the "key" which is the data which the sort will be based on. If you are sorting rows, the key will be the data in a particular column. If you are sorting columns, the key will be the data in a particular row.

To sort the data in a worksheet:

1. Specify the range of cells to be sorted. (Refer to "Specifying a Range of Cells" on page 98 .)
2. Press [Menu], type [5] (**Search**) and then type [S] (**Sort**). The following dialogue box will be displayed.

```
Sort
Range: A1:G5
Key: [■   ]
Sort: ◉Ascending ○Descending
```

3. Specify the conditions for the sort in the dialogue box.

Range	Indicates the range of cells which have been blocked. This cannot be changed within the dialogue box.
Key	Specifies whether the sort will be according to columns or rows, and also specifies which column or row will be used as the basis for sorting.
Sort	Specifies whether the sort will be in ascending (A, B, C, ...) or descending (Z, Y, X, ...) order.

4. Once you have specified all of the desired options, press [Return]. The sorting will then start.

   While the sort is being carried out, the message "Please wait..." will be displayed.

NOTE
You must first block a range of cells before sorting can be carried out.

To sort by rows, you must enter a column letter in the "Key:" line. This is because the data to be used as the basis for sorting rows is contained in a column. Similarly, you must enter a row number to sort according to columns.

The precedence for sorting is as follows:

1. *Blank spaces*
2. *Text and functions that produce text results*
3. *Functions that have "NA" as the result*
4. *Values and formulas/functions that produce value results*
5. *Functions that produce error results*

10. PRINTING

Once you have finished creating your worksheet, the next step is to print it.
Besides printing the whole of the worksheet, it is also possible to block a section of the worksheet and print only the blocked section.

To print a worksheet:

1 Insert the paper for printing into the print mechanism by pressing [Paper] ([Ctrl] + [Cancel].)

2 If you wish to print only a certain part of the worksheet, first block the required section. (Refer to "Specifying a Range of Cells" on page 98.)

Press [Menu], type [1] (**File**) and then type [P] (**Print**). The following dialogue box will be displayed.

```
[ Print ]
Pages From:[1■] To:[99 ]
Copies: [1 ]
Density: ○Low ○Medium ◉High
Quality: ◉Fine ○Normal
■ Print Border Line and Shading
```

(When printing whole pages)

or

```
[ Print ]
Range: A1:G8
Copies: [1 ]
Density: ○Low ○Medium ◉High
Quality: ◉Fine ○Normal
■ Print Border Line and Shading
```

(When printing a range of cells)

4. Press [Tab] or [Shift] + [Tab] to move to an option from the dialogue box, and change any of the settings if necessary.

Pages	When printing the whole of the worksheet, this lets you specify which pages of the worksheet to print out. (See next page for an illustration of how the worksheet pages are arranged.)
Density	Specifies the darkness of the printed text.
Range	When printing a block, the range of cells in the block will appear here. This cannot be changed within the dialogue box.
Quality	Specifies the print quality
Copies	Specifies how many copies of the worksheet to be printed
Print Border Line and Shading	If you have inserted border lines and/or shading into the worksheet, this selects whether these border lines and/or shading are to be printed or not. (Refer to "Drawing Border Lines" on page 125 and "Adding Shading to a Cell or Range of Cells" on page 126.)

5. Once all of the desired settings have been made, press [Return].
Printing will then begin.

6. When the first page has finished printing, insert another sheet of paper by pressing [Paper] ([Ctrl] + [Cancel]). To resume printing, press [Return].

NOTE

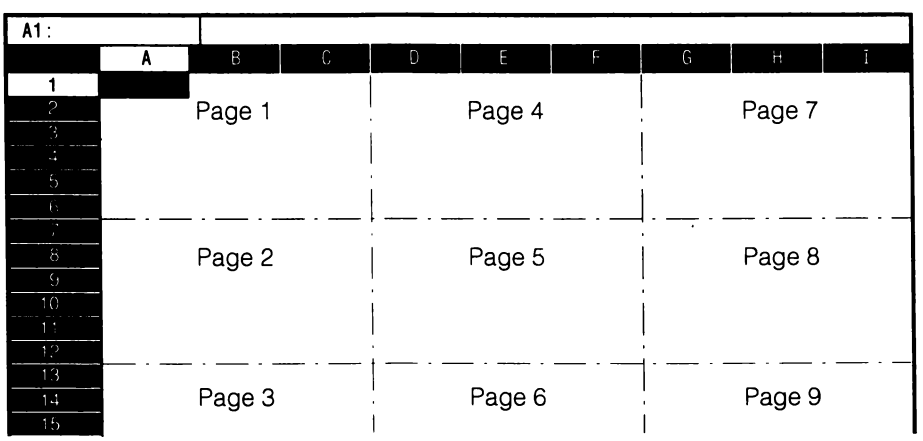
If a cell is wider or higher than the paper it is to be printed on, the worksheet will still be printed, but the data which does not fit on the page will not be printed.

The maximum number of copies that can be printed at one time is 9.

If you wish to pause printing, press [Return]. A message box will be displayed. Press [Space] to resume printing or press [Cancel] to cancel printing.

To print out borders and shading when there is no data in the cells, block the desired cells as a range and then print the range.

Pages are printed out in order from top to bottom and left to right as indicated in the illustration below.



11. OTHER FUNCTIONS

The "**Other**" menu lists some commands from the Utilities application which you can use within other applications. These include changing the system setup, deleting files from floppy disks and formatting floppy disks.

For details on how to use these functions, refer to the respective explanations in the "Utilities" section.

Address Book

QUICK START

1. INTRODUCTION

An Address Book file consists of cards which contain information in the form of a file. The information for each item that is being catalogued, such as a person in an address book or a video in a video collection, is entered on a single card.

A card consists of separate sections called "fields". Each field contains information of a specific type, such as a name or an address. Fields can be given "field titles" to indicate what kind of information the field contains.

You can create many such cards, each with identical fields and field titles. Thus each address book file becomes a unified data base for addresses, video catalogues, or any type of data base in which similar types of information need to be grouped together

This chapter is a Quick Start Guide, which shows you how to create a simple address book file using the Address Book application. For instructions on how to use all the features please refer to page 141.

Creating a Sample Address Book File

Below are the following names and addresses we will enter into our file.

Mr. Ian McCawley
14 The Grove
Wigan
Lancashire

Mr Andrew George Bateman
23 Wavertree Road
Newtown
Lancashire

Ms Tracey Belinda Ford
75 Anderton Street
Banaldswick
Lancashire

Mrs Jennifer Fiona Thompson
49 London Road
Bradford
Yorks

From the above information, we will need 7 fields. **1. Mr/Mrs., 2. Forename, 3. Middlename, 4. Surname, 5. Street, 6. Town, 7. County.** You may find that you need more fields than these for your own particular file, but these will serve to get us started.

1. Turn on the power switch at the rear left hand side of the machine.
2. Press [3]. The Address Book icon should now be highlighted.
3. Press [Return] and the Address Book section will start up.

The screen should look something like the one below. This is the "Card Display" screen.

```
No.:Title                :Data
  1:                     :
  2:                     :
  3:                     :
  4:                     :
  5:                     :
AB        100                                    No   1   /  1
```

Up to 32 fields may be used in a card. (The default is 16 fields. To increase the number of fields, you need to switch to the "Card Setup" screen shown below.)

The first thing we need to do is to give our field titles. This is not essential, but it makes it easier to identify them when entering data.

You will notice that if you press [←], you cannot actually get to the field titles to enter data. This is so that you don't accidentally type over them when entering information into the "Data" fields.

To type the "Titles" we need to go into the Card Setup screen. To do this:

1. Make sure the highlight bar is the full length of the "Data" field. (If not, press [Cancel].)
2. Press [Menu].
3. Press [4] (**Format**).
4. Press [S] (**Card Setup**). This will take you into the "Card Setup" screen which looks similar to the one below.

```
                    Card Setup
No.:Title
  1:
  2:
  3:
  4:
(Ctrl+X)Cut  (Ctrl+C)Copy  (Ctrl+V)Paste  (Ctrl+I)Insert  (Return)Setup
```

We are now ready to enter our data.

1. The highlighted bar should be at the No. 1 title. If not, press [↑] until it is.
2. Type "Mr./Mrs." and press [↓] to go to the No. 2 title.
3. Type "Forename" and press [↓] to go to the No. 3 title.
4. Repeat this process for the other fields.
5. When you have finished typing in "County" in field No. 7, press [↓] and then press [Return]. This will take you back to the "Card Display" screen.

We can now enter our first name and address.

1. The highlight bar should be in the No. 1 "**Mr./Mrs.**" field. If not, press [↑] until it is.

2. Type "Mr." and press [Return]. The highlight bar will now move to the 2nd (**Forename**) data field.

3. Type "Ian" and press [Return] to move to the "**Middle Name**" field.

4. Continue adding the rest of the information from page 137 into the remaining fields.

When you have typed "Lancashire" in the "**County**" field and pressed [Return], you have just created your first address card or record.

To enter the next address, you need to start a new card. To do this, simply press [Down] and a new blank card will appear. Repeat the above process to enter the other three addresses.

When this is done, we should have four addresses stored in the Font Writer's memory. However, when the power is turned off, the Font Writer clears its memory and any work we have stored there will be lost, so we need to store these in a more permanent way. This is where the floppy disk comes in handy.

Saving the File

1. Insert the floppy disk which was supplied with your Font Writer into the floppy disk drive at the right hand side of the machine.
2. Press [Menu].
3. Press [1] (**File**) to select the "File" menu.
4. Press [V] (**Save**). The "Save" dialogue box should now be displayed in the middle of the screen.
5. The cursor should be at the "File Name:" line. If not, press [Tab] until it is.
6. Type "address" as the file name and press [Return]. Don't worry about the other settings, these can be explored later in the "Address Book" section of the manual.
7. The message "Please wait..." will appear on the screen while the Font Writer stores the file onto the floppy disk.
8. When the Font Writer has finished saving the file, it will return to the original screen.

Now that the file you have created is saved onto floppy disk, it is safe to exit the application. (Remember, always save a file to floppy disk if you wish to keep a permanent record of it, as the Font Writer also clears its memory when you exit the application.)

When you want to add further addresses or delete existing ones, just retrieve the file again using the same method as in the Word Processor section. (Don't forget to type "address" as the file name.)

There are many other functions you can perform on the Address Book, such as adding new field titles, deleting or editing existing fields and selecting cards for use in "Label Printing" or "Merge Printing". Information on these and other functions is in the main section of the manual.

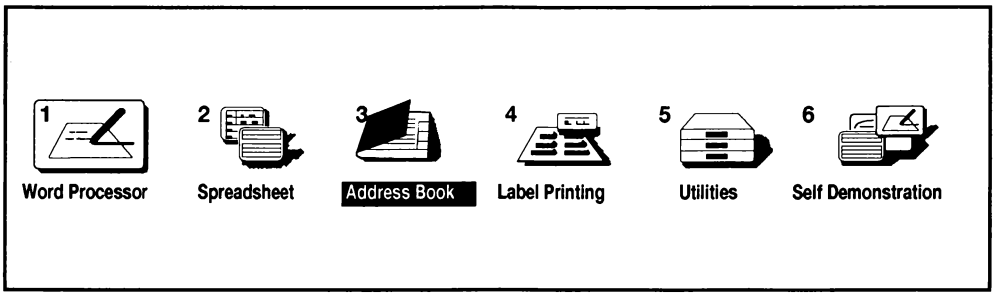
Address Book

MODEL: FW-560

Starting the Address Book

To start the Address Book application:

1. After the Font Writer is switched on, the Font Writer main menu will be displayed on the screen.

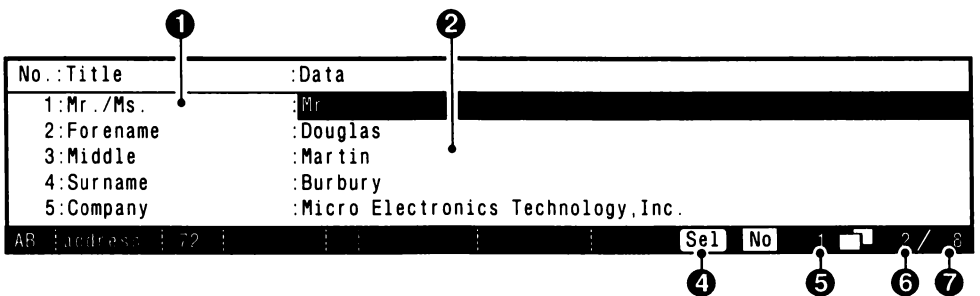


2. Press [→] or [←] to select "**Address Book**", or press [3], and then press [Return]. The Address Book application will then start, and soon the initial screen will be displayed. You can now go straight ahead and start creating an address book file.

Explanation of the Address Book Screens

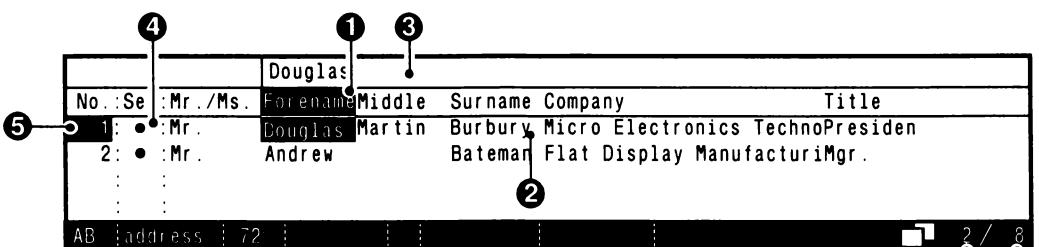
After the Address Book application has started up, the initial Address Book screen will be displayed.
The cards in the address book can be shown on the screen in two formats. These are the "card" display and the "list" display. When the Address Book application has started up, the screen initially shows the card display. See below for illustrations of each type of display.

Card Display Screen



(Use [Up] or [Down] to change to another card.)

List Display Screen



(Use [↓] and [↑] to move around this screen.)

❶ Field title

Contains a name which gives an indication of what kind of text is contained in that field. Entering a field title is optional, but it can assist in making it easier to keep track of what data has been entered.

❷ Field

This is the basic area for holding text.

❸ Data input line

Shows the text which is contained in the current field, and also acts as a temporary storage place for text before it is actually entered into a field.

❹ Selection status

Indicates whether a card has been designated as selected or not selected. When saving the address book file, you can specify whether to save all cards or only the selected cards.

❺ Current card number

Shows the number of the current card being displayed.

❻ Total number of extracted cards

Shows the number of extracted cards that are contained in the current address book. (Refer to "Extracting Cards Containing Specific Data" on page 163.)

❼ Total number of cards

Shows the total number of cards that are contained in the current address book.

Card Display and List Display

The Card Display shows only one card at a time. The field titles are shown in the left-hand column of the card, and the text in the field is shown to the right. It is possible to change the display to show any card in the address book, but only one card can be displayed at any one time.

On the other hand, the List Display shows the information for every card in the display. The field titles appear at the top of the screen, and the text in the field appears in a column underneath the respective field title, in a format which closely resembles the format for a spreadsheet. (See the "Spreadsheet" section for details on what a spreadsheet is.)

The two displays are similar in function. You can enter, delete, copy and move text, and change the card format in both displays.

When you type text into a card while in Card Display mode, the text is entered directly into the field. However, when typing into a card in the List Display mode, the data first appears in the "data input line" at the top of the screen, and is inserted into the address book only after [Return] or the arrow keys is pressed.

NOTE

All data that is entered into a card is in the form of text. It is not possible to enter data in any other form such as "values" or "functions". (Refer to page 102 of the "Spreadsheet" section for an explanation of what "values" and "functions" are.)

In List Display mode, if all the fields are not visible on the screen, you can scroll the screen horizontally by using [➡] or [⬅]. You can also scroll the display to the right or left one screen by using [Ctrl] + [➡] and [Ctrl] + [⬅] respectively.

In Card Display mode, if all the fields are not visible on the screen, you can scroll the screen vertically by using [⬆] or [⬇]. Alternatively, you can scroll the display up or down one screen by using [Ctrl] + [⬆] and [Ctrl] + [⬇] respectively.

To switch between the Card Display and the List Display:

1. Press [Menu], type [2] (**Edit**) and then type [W] (**Card/List**), or press [Ctrl] + [W].

   The screen will then switch to the other display format.

Exiting the Address Book

If you exit the Address Book application without saving the current address book file, any changes to the file which have not been saved will be lost. Refer to "Saving an Address Book File" on page 146 for details of the options available when saving an address book file.

To exit the Address Book:

1. Press [Menu], type [1] (**File**) and then type [E] (**Exit**).
2. If there is an address book file on the screen which has been changed since the last time it was saved, the following warning message will be displayed.

```
Your latest changes have not been saved.
                Exit?
            [Yes]   [No]
```

   Using the arrow keys, select "**Yes**" to exit without saving and return to the Font Writer main menu, or "**No**" to cancel the exit and return to the normal editing screen. Then press [Return].

Notes on Printing an Address Book File

The address book file which you create with this application cannot be printed out by itself. However, it is possible to print the data using other Font Writer applications.

Printing Address Book Files Using the Word Processor or Label Printing

The data in an address book file can be incorporated into a Word Processor document or a Label Printing file. This is done by using special codes called "merge codes". For details, refer to "8. MERGE PRINTING" on page 79 of the "Word Processor" section, or "Inserting Merge Codes" on page 180 of the "Label Printing" section.

Printing Address Book Files Using the Spreadsheet

You can also retrieve the address book file into the Spreadsheet application for printing as a worksheet. In this case, the address book file is retrieved into List Display format. For details, refer to "Retrieving a Worksheet" on page 94 of the "Spreadsheet" section.

2. WORKING WITH AN ADDRESS BOOK

Starting a New Address Book File

When you start the Address Book application by selecting it from the main menu, a blank address book file with no file name will be displayed. You can then start entering data into this blank address book file straight away.

If you are already working on an address book file but would like to start over with a new address book file, you can clear the current address book file to obtain a blank screen.

To start a new address book file:

1. Press [Menu], type [1] (**File**) and then type [N] (**New**).
   If you are already working on an address book file which hasn't been saved since it was last modified, the following warning message will appear.

```
Your latest changes have not been saved.
                Erase?
            [Yes]   [No]
```

2. Select "**Yes**" to clear the current address book file without saving it, or select "**No**" to return to the editing screen, and then press [Return]. If you want to save your address book file, refer to "Saving an Address Book File" below.

   If you selected "Yes", the address book file which you are currently working with will be cleared and a blank address book file screen will be displayed.

Saving an Address Book File

You can save the address book that you have created using the Address Book application onto a floppy disk. In this way, you can keep a copy of the address book for later editing or merge printing.

When you save an address book file, you are given the option of saving all the cards in the file or only the cards which have been "selected". This lets you save the selected cards into a separate file from the main address book file.
For details on how to designate cards as "selected" cards, refer to "Selecting and Deselecting Cards" on page 151.

To save the current address book:

1. Insert a floppy disk for saving the address book into the floppy disk drive.
2. Press [Menu], type [1] (**File**) and then type [V] (**Save**). If the address book file contains both selected and unselected cards, the following dialogue box will be displayed.

```
[ Save
  ○All Cards ◉Selected Cards ]
```

If all cards are selected or unselected, the above dialogue box will be skipped.

3. Select the desired file type and then press [Return].

All Cards	Saves the whole address book file.
Selected Cards	Saves all cards which have been selected. (Refer to "Selecting and Deselecting Cards" on page 151 for details on how to select cards.)

The second dialogue box will be displayed.

```
[ Save
  File Name: [■        ]  Date: [        ]
  File Type: ◉Address Book
             ○ASCII Text File
  ──────────────────────────────────────
             (Menu) File List ]
```

4. Type in the name under which you wish to save the address book. Press [Tab] to move to the "Date" line, and type in the date if desired (refer to "Entering Dates" on page 210 of the "Utilities" section for details on entering dates).
5. Press [Tab] to move to the "File Type" line, select the desired format for saving the address book and then press [Return].

Address Book	An address book file.
ASCII Text File	An ASCII text file (Refer to "What is an ASCII Text File?" on page 216 of Appendix D for information on what an ASCII text file is.)

When Saving as an ASCII Text File

The separators used in the ASCII text file will be according to the separator settings which have been specified. However, the separator used for separating cards is always a carriage return. (Refer to "Setting Separators for ASCII Text Files" on page 96 of the "Spreadsheet" section for information on how to set text file separators.)

Retrieving an Address Book File

If you have previously created an address book and saved it on a floppy disk, you can then retrieve that address book for further editing.

To retrieve an address book from a floppy disk:

1. Insert the floppy disk containing the address book to be retrieved into the floppy disk drive.
2. Press [Menu], type [1] (**File**) and then type [O] (**Open**). The following dialogue box will be displayed.

```
Open
File Name: [■          ]
File Type: ◉Address Book
           ○Spreadsheet
           ○ASCII Text File
(Menu) File List
```

3. Type in the file name of the address book you wish to retrieve.
4. Press [Tab] to move to the "File Type" line and select the desired format from the dialogue box.

Address Book	An address book file which was created using the Font Writer Address Book application
Spreadsheet	A worksheet file which was created using the Font Writer Spreadsheet application
ASCII Text File	An ASCII text file which was created using an ASCII text editor (Refer to "What is an ASCII Text File?" on page 216 of Appendix D for information on what an ASCII text file is.)

You can also press [Menu] to see a list of all address book files on the floppy disk. Use the arrow keys to select the file to be retrieved.

5. Once the file to be retrieved has been typed in or selected, press [Return]. The file will then be retrieved and the file name will appear in the status bar.

NOTE

If you retrieve a new address book file while one is currently displayed on screen, the address book file currently on screen will be lost. To avoid this, save the current address book file before retrieving a new one.

When Retrieving a Spreadsheet File

If you are retrieving a worksheet file, the data in one row of the worksheet will become the data for one card in the address book file, and the data in each column will become the data for each respective field.

Because a card can contain a maximum of 32 fields, only the first 32 columns of the worksheet will be retrieved. All subsequent columns of the worksheet will be ignored.

The first row of the worksheet will become the field title, and all subsequent data will become the field data.

All data in the worksheet, including text, values, formulas and functions, will be converted to text in the address book file. If there is any formatting in the original worksheet which is not supported by the Address Book application, this formatting will not appear in the retrieved file.

When Retrieving an ASCII Text File

The text will be retrieved into the cards in accordance with the specified separator settings. (Refer to "Setting Separators for ASCII Text Files" on page 96 of the "Spreadsheet" section for information on how to set text file separators.)

The first line of the text file will become the field title, and all subsequent text will become the field data.

Changing the Card Being Displayed

In Card Display mode, only one card is displayed on the screen at any time. There are several ways in which you can move to another card in the address book. The easiest method is to press [Up] or [Down]. Another way is to use the "Go To" command.

Each time [Down] is pressed, the screen will show the card after the current card being displayed. Similarly, if [Up] is pressed, the screen will show the card before the current card being displayed.

You can keep pressing [Down] or [Up] to display all cards one by one up to the end or beginning of the address book file.
If you press [Down] at the last card, a blank card is inserted.

To move to a specific card in the address book file:

1. Press [Menu], type [5] (**Search**) and then type [G] (**Go To**), or press [Ctrl] + [G]. The following dialogue box will be displayed.

```
Go To
Card Number: [1■  ]
```

2. Use [X] to delete the card number in the box, enter the card number required and press [Return]. The pointer will move directly to the specified card.

NOTE

This command can be used in the Card Display mode as well as in the List Display mode.

If the card number typed is greater than the last card in the address book file, the pointer will move to the last card in the address book file.

Specifying a Range of Cards

Sometimes you may need to carry out the same operation, such as clearing or deleting, for several cards. You can do it by clearing or deleting each card individually, but if the number of cards to be treated is large, this can be tedious and can take some time.

To make such repetitive operations easier, it is possible to specify a "range" of cards to apply an operation to.

To specify a range of cards:

1. Press [Ctrl] + [W] to switch to List Display mode, if necessary.
2. Move the pointer to the first card in the range, and then press [Block] or hold down [Shift] and go to the next step.
3. Press [↑] or [↓] to specify the range of cards that you wish to carry the operation out on.

No.:	Sel:	Mr. Ms.	Forename	Middle	Surname	Company	Title
1:		:Mr.	Douglas	Martin	Burbury	Micro Electronics	TechnoPresiden
2:		:Mr.	Andrew		Bateman	Flat Display Manufactur	iMgr
3:		:Ms.	Tracey	B	Ford	Digital Information Prod	
4:		:Ms.	Jennifer	F.	Tompson	Manufacturing Company of	

4. Carry out your required operation.

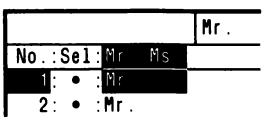
Selecting and Deselecting Cards

Cards in an address book file can be designated as being either "selected" or "deselected". The purpose of this is to make it possible to save certain cards in a separate file to the main address book file. When you save an address book file, you are given the option of saving all the cards in the file or only the cards which have been selected.
If you wish, you can then do merge printing using only the cards in the separate file. This is a useful way of creating a mailing list consisting only of people who live in a certain city, for instance.

The selection status of a card is indicated as shown below.

In Card Display mode:
" **Sel** " appears in the status bar when the card is selected.

In List Display mode:
A black dot "●" in the "Sel" column indicates that the card has been selected. No dot indicates that the card has not been selected.



To select or deselect cards:

1. If you wish to select a range of cards, make sure that the screen is in List Display mode (press [Ctrl] + [W] if necessary), and then block the desired range of cards. (Refer to "Specifying a Range of Cards" on page 150.)
2. Press [Menu], type [2] (**Edit**) and then type [M] (**Select Card**). The following dialogue box will be displayed.

   Using the arrow keys, select "**On**" to turn on the selection status for the current card, or select "**Off**" to turn the selection status off.

3. After selecting the desired setting, press [Return]. The selection status for the current card or card range will be changed to the specified setting, and the display will return to the normal editing screen.

NOTE
You can use the shortcut key [Ctrl] + [M] to switch the card selection on and off. The dialogue box will not be displayed in this case.

Combining Two or More Address Book Files

It is possible to combine an address book file which is stored on a floppy disk (called the "disk file") with an address book file that is displayed on the screen (called the "on-screen file").

When combining two address book files, the disk file must have an equal or less number of fields as the on-screen file, otherwise the two files cannot be combined.

To combine two address book files:

1. If necessary, retrieve the file which is to be the on-screen file from the floppy disk on which it is stored. (Refer to "Retrieving an Address Book File" on page 148 for details on how to retrieve an address book file.)
2. Insert the floppy disk containing the disk file into the floppy disk drive.
3. Position the pointer in the on-screen file at the point where you wish to insert the disk file.
4. Press [Menu], type [1] (**File**) and then type [I] (**Insert**). The following dialogue box will be displayed.

```
Insert
File Name:[■          ]
(Menu) File List
```

5. Enter the name of the disk file to be inserted and then press [Return]. The disk file will then be inserted into the on-screen file before the card on which the pointer is currently positioned.

The illustrations below show two simple address book files.

A

			Bateman			
No.:	Sel:	Mr./Ms.	ForenameMiddle	Surname	Company	Title
1:		:Mr.	Douglas Martin	Burbury	Micro Electronics	TechnoPresiden
[redacted]:		:Mr.	Andrew	[redacted]	Flat Display	ManufacturiMgr.
:		:				
:		:				

B

			Mr.	
No.:	Sel:	[redacted]	ForenameMiddle	Surname
[redacted]:		[redacted]	Thomas	Redford
2:		:Mr.	Michael J.	Smith
:		:		
:		:		

If file B is inserted into file A at the current pointer position, the new file will appear as file C. However, file A cannot be inserted into file B because file A contains a greater number of fields than file B.

C

			Redford			
No.:	Sel:	Mr./Ms.	ForenameMiddle	Surname	Company	Title
1:		:Mr.	Douglas Martin	Burbury	Micro Electronics	TechnoPresiden
[redacted]:		:Mr.	Thomas	[redacted]		
3:		:Mr.	Michael J.	Smith		
4:		:Mr.	Andrew	Bateman	Flat Display	ManufacturiMgr.

NOTE

If the order of field titles in the disk file and on-screen file are different, you must edit one of them to make the order of field titles the same before combining the files.

If there is insufficient memory to hold the whole of the disk file, only the part of the disk file which will fit into the memory will be retrieved.

3. INSERTING AND EDITING DATA IN AN ADDRESS BOOK

Once you have started an address book file and begun entering text and field titles, you can then go back and make changes to any items that have already been entered.

Typing Field Titles

Field titles are names which you give to each separate unit of information in the card. They may comprise items such as a surname, forename, phone number, etc. You can use titles to define as many different fields as you like, and each individual field title can consist of up to 240 characters. Once a set of field titles is defined, it will be used in every card in the current address book.

It is not absolutely necessary to specify field titles in order to create an address book, but they are useful to use as a means of readily identifying what kind of text is being entered into that field.

To insert a field title:

1. Press [Menu], type [4] (**Format**) and then type [S] (**Card Setup**).
2. Type the field title and then press [Return] to accept the field title into the field.
3. Press [↑] or [↓] to move to another field if desired. You can also move back to field titles that have already been entered and change them.
4. Once all of the field titles have been entered, press [Return]. The display will return to the normal editing screen.

Typing Text into a Field

The data which is to appear on a card can be typed directly into the fields in a card.

To type text into a field:

1. Position the pointer in the desired field.
2. Type the text.
   When typing in Card Display mode, the text which is typed will be inserted directly into the field. When typing in List Display mode, the text will appear in the data input line. This means the text which is typed has not yet been inserted into the field.
3. Press [Return] or an arrow key. The text will then be entered into the field.

NOTE

Most commands cannot be used until some data has been entered into the field. Be sure to press [Return] or an arrow key before using commands such as "Save" and "Find".

Changing the Text in a Field or a Field Title

Once text has been entered into a field, it is then possible to go back and change part or all of the entered text. Text that has already been entered into a field can be changed only in the "Edit" mode.

To change text that has already been entered into a field:

1. If necessary, press [Menu], type [4] (**Format**) and then type [S] (**Card Setup**) to change to the field title editing screen.
2. Position the pointer in the desired field.
3. Press [Edit] to enter "Edit" mode.
4. Press [➡] or [⬅] to move the cursor to the position where you wish to delete or insert characters.
5. Delete characters by pressing [Del] ([Ctrl] + [Edit]) or [X], or insert characters by typing.
6. Press [⬇] or [⬆] to move the pointer to other fields to be edited.

NOTE

You can add new field titles to blank fields as well as making changes to existing field titles at this time.

Copying Text from One Field to Another

If you wish to include the same data in different places on a card, it can sometimes be easier to type the data once and then copy it several times.

To copy text from one field to another:

1. Move the pointer to the field containing the text to be copied.
   If you wish to copy a range of cards, make sure that the screen is in List Display mode (press [Ctrl] + [W] if necessary), and then block the desired range of cards. (Refer to "Specifying a Range of Cards" on page 150.)
2. Press [Menu], type [2] (**Edit**) and then type [C] (**Copy**), or press [Ctrl] + [C]. The text in the field will be copied to a temporary memory but will not be deleted from the field.
3. Move the pointer to the field into which the text is to be copied.
4. Press [Menu], type [2] (**Edit**) and then type [V] (**Paste**), or press [Ctrl] + [V]. The text which was copied in step 2. will be inserted into the field.

NOTE

If you make a mistake in copying the text, you can restore the affected fields to their original condition using the "Undo" command (refer to "Undoing the Effect of the Last Command" on page 52 of the "Word Processor" section) or by pressing [Ctrl] + [Z].

Moving Text from One Field to Another

Moving text is done in exactly the same way as copying. The only difference is that the text in the original field is deleted.

To move text from one field to another:

1. Move the pointer to the field containing the text to be moved.
   If you wish to move a range of cards, make sure that the screen is in List Display mode (press [Ctrl] + [W] if necessary), and then block the desired range of cards. (Refer to "Specifying a Range of Cards" on page 150.)
2. Press [Menu], type [2] (**Edit**) and then type [X] (**Cut**), or press [Ctrl] + [X]. The text in the field will be copied to a temporary memory and will be deleted from the field.
3. Move the pointer to the field into which the text is to be moved.
4. Press [Menu], type [2] (**Edit**) and then type [V] (**Paste**), or press [Ctrl] + [V]. The text which was deleted in step 2. will be inserted into the field.

NOTE

If you make a mistake in moving the text, you can restore the affected fields to their original condition using the "Undo" command (refer to "Undoing the Effect of the Last Command" on page 52 of the "Word Processor" section.) or by pressing [Ctrl] + [Z]. The field where the text was pasted will be returned to its original condition, but the text which was cut will not be restored to its original position.

Changing the Order of Fields

Besides changing the contents of field titles, it is also possible to change the order of the fields in the card or to insert new fields in between existing fields.

If you change the order of the field titles, the text in each field will be moved together with the field title to which it belongs. Furthermore, this change is applied to every card in the address book.

To change the order of the fields:

1. Press [Menu], type [4] (**Format**) and then type [S] (**Card Setup**). The display will change to the field title editing screen.
2. Press [↑] or [↓] to move around within the list of fields, and then use the keyboard and shortcut keys to copy, delete, insert or move fields as desired. The keys displayed in the status bar can be used.
3. Once you have finished editing the list of fields, press [Return]. The display will return to the normal editing screen, and the fields and field data will be arranged in their new order.

NOTE

Each card can contain from 10 to 32 fields. A beep will sound if you try to increase or decrease the number of fields to a value outside this range.

Clearing All Text from a Card

Clearing all text from cards can be done in both the Card Display and List Display screens. In Card Display mode, you can only clear the data from the currently-displayed card. In List Display mode, however, you can clear the data from a range of cards.

To clear all text from a card:

1. Press [Menu], type [2] (**Edit**) and then type [L] (**Clear Card**). A dialogue box will be displayed asking you to confirm the clearing operation.
2. Select "**Yes**" if you wish to continue with the clearing operation, or "**No**" if you wish to cancel the operation, and then press [Return]. If you selected "Yes", all of the text in the card will then be cleared.

NOTE

If you wish to clear data from a range of cards, make sure that the screen is in List Display mode (press [Ctrl] + [W] if necessary), and then block the desired range of cards before carrying out the above operation. (Refer to "Specifying a Range of Cards" on page 150.)

At this time, because the whole of the card is selected when [Block] is pressed, it does not matter which field the pointer is positioned in before [Block] is pressed.

Copying and Moving Text from One Card to Another

Besides copying and moving individual fields in a card, it is also possible to carry out the same operations for all fields in one or more cards at the same time.

To copy or move text from one card or a selected range of cards:

1. If necessary, switch to List Display mode by pressing [Ctrl] + [W].
2. Move the pointer to the first card to be copied or moved.
3. Press [Block]. All fields for that card will be selected.
   If you wish to select a range of cards, press [↑] or [↓].
4. To copy the selected card or cards, press [Ctrl] + [C]. The data in the cards selected will be copied but not cleared.
   To move the selected card or cards, press [Ctrl] + [X]. All data will be cleared from the cards selected.
5. Move the pointer to the cards into which you will copy or move the selected cards. It doesn't matter into which field you position the pointer at this time.
6. Press [Ctrl] + [V]. The card or cards will be inserted at the new position.

If you made a mistake in copying or moving the text, you can restore the affected fields to their original condition by pressing [Ctrl] + [Z] ("Undo").

Inserting Special Characters

The method of inserting special characters in the Address Book application is the same as for the Word Processor application. Please refer to "Inserting Special Characters" on page 50 of the "Word Processor" section.

Viewing a Character which is Difficult to See

The method of viewing a character in an address book file which is difficult to see is the same as for the Word Processor application. Please refer to "Viewing a Character which is Difficult to See" on page 51 of the "Word Processor" section.

Before using "Magnifier", make sure you are in "Edit" mode. This means that one character should be highlighted. Press [Edit] to enter the "Edit" mode.

Undoing the Effect of the Last Command

The method of undoing the effects of the last command in the Address Book application is the same as for the Word Processor application. Please refer to "Undoing the Effect of the Last Command" on page 52 of the "Word Processor" section.

NOTE
The "Undo" command is effective for the entering or editing data and following commands:

Edit menu
- *Cut*
- *Paste*
- *Insert Card*
- *Delete Card*
- *Clear Card*
- *Select Card*

Format menu
- *Column Width*
- *Title Width*
- *Card Setup*

Search menu
- *Replace*
- *Sort Cards*

4. CHANGING THE NUMBER OF CARDS IN THE ADDRESS BOOK

When you first start working with an address book file, it contains a single blank card only. You can then increase the number of cards, or remove cards that you have added.

Inserting New Cards into the Address Book

When you start working with a new address book file, the address book file contains only one card. However, it is easy to insert more blank cards into the address book file.

To insert blank cards into the address book file:

1. Press [Menu], type [2] (**Edit**) and then type [I] (**Insert Card**), or press [Ctrl] + [I]. The following dialogue box will be displayed.

```
Insert Card
[1■ ]Cards
Position: ◉Previous ○Next
```

2. Delete the current number of cards with [X], if necessary, and enter the number of cards you wish to insert.
3. Press [Tab] to move the pointer to the "Position" line.
4. Using the arrow keys, select "**Previous**" to insert the card(s) before the current card, or select "**Next**" to insert the card(s) after the current card.
5. Press [Return]. The specified number of cards will then be inserted in the designated place.

NOTE

When you first create an address book, a single blank card is created. A single address book file can contain a minimum of one card.

Due to restriction on the size of the Font Writer's memory, the maximum number of cards available will vary depending on the amount of data which has been entered into the address book file.

In Card Display mode, it is possible to insert an additional blank card after the last card in the address book simply by pressing [Down].
However, if you have just extracted cards from the address book file and these extracted cards are displayed on the screen, pressing [Down] will not add a blank card after the last card. (Refer to "Extracting Cards Containing Specific Data" on page 153.)

Deleting Cards from the Address Book

When deleting cards from an address book file, you can either delete the current card being displayed in Card Display mode, or you can designate a range of cards to be deleted in List Display mode.

To delete a card from the address book file:

1. Press [Menu], type [2] (**Edit**) and then type [D] (**Delete Card**), or press [Del] ([Ctrl] + [Edit]). A dialogue box will be displayed asking you to confirm the deletion.
2. Select **"Yes"** if you wish to continue with the deletion, or **"No"** if you wish to cancel the deletion, and then press [Return].

   If "Yes" was selected, the current card or the specified range of cards will then be deleted. If "No" was selected, the display will return to the normal editing screen without any cards being deleted.

NOTE

If you wish to delete a range of cards, make sure that the screen is in List Display mode (press [Ctrl] + [W] if necessary), and then block the desired range of cards before carrying out the above operation. (Refer to "Specifying a Range of Cards" on page 150.)

5. FORMATTING AN ADDRESS BOOK

Changing the Width of Field Columns in List Display Mode

In List Display mode, if a column is too narrow to display all of the field data, the width of the column can be changed so that all of the field data can be displayed. The field columns can be set to be either 8, 16, 24 or 32 characters in width. The default width is 8 characters.

To change the width of a field:

1. If necessary, switch the screen display from the Card Display to the List Display by pressing [Ctrl] + [W].
2. Position the pointer in the column that you would like to change the width of. If you wish to change the widths of whole columns simultaneously, press [Block].
3. Press [Menu], type [4] (**Format**) and then type [C] (**Column Width**). The following dialogue box will be displayed.

```
Column Width
Column Width: ◉8 ○16 ○24 ○32 (Char)
```

4. Select the desired column width using the arrow keys, and then press [Return]. The widths of the columns selected will be changed to the new setting, and the display will return to the normal editing screen.

NOTE

Changing the width of the field columns is only possible in List Display mode.

Because all the column widths will be changed, it does not matter in which row the pointer is positioned.

Changing the Width of Field Title Columns in Card Display Mode

If the whole of the field title does not fit into the field title column, the width of the column can be changed so that the field title does fit properly. The field title columns can be set to be either 8, 16, 24 or 32 characters in width. The default width is 16 characters.

To change the width of the field title column:

1. If necessary, switch the screen display from the List Display to the Card Display by pressing [Ctrl] + [W].
2. Press [Menu], type [4] (**Format**) and then type [T] (**Title Width**). The following dialogue box will be displayed.

```
Title Width
Title Area Width: ○8 ◉16 ○24 ○32 (Char)
```

3. Select the desired title width from the options in the dialogue box by using the arrow keys, and then press [Return]. The widths of all field title columns will be changed to the new setting, and the display will return to the normal editing screen.

NOTE

Changing the width of the field title column is only possible in Card Display mode.

This operation will change the widths of all field title columns in all of the cards. It is not possible to change the column widths for a single field title or a single card.

6. SEARCHING

Finding Text

The method of finding text in the Address Book application is the same as for the Word Processor application. Please refer to "Finding Text" on page 66 of the "Word Processor" section.

NOTE
The pointer will move to the field containing the text which was found.

You can only use this command in the Card Display screen.

Replacing Text with Other Text

The method of replacing text in the Address Book application is the same as for the Word Processor application. Please refer to "Replacing Text with Other Text" on page 67 of the "Word Processor" section.

NOTE
If a replacement causes the number of characters in a field to go over 240 characters, the replacement operation will be terminated and the message "Too many characters. Maximum is 240 characters." will be displayed.

You can only use this command in the Card Display screen.

Extracting Cards Containing Specific Data

It is possible to single out (or "extract") cards in the address book file which contain data that you specify. For instance, you may wish to extract all cards that have the same surname, or all cards for people who are married.

		Mr.			
No.	Sel	Forename	Middle	Surname	Company	Title
1:	:	Douglas	Martin	Burbury	Micro Electronics	TechnoPresiden
2:	:Mr.	Andrew		Bateman	Flat Display	ManufacturiMgr.
3:	:Ms.	Tracey	B.	Ford	Digital Information	Prod
4:	:Ms.	Jennifer	F.	Tompson	Manufacturing Company	of

When you have extracted a list of the desired cards, you can then apply the "Select" command to these cards only, without the other cards in the file being included. (Refer to "Selecting and Deselecting Cards" on page 151.)

To extract cards containing specific data:

1. If necessary, press [Ctrl] + [W] to switch to List Display mode.
2. Press [Menu], type [5] (**Search**) and then type [E] (**Extract Cards**). The display will switch to Card Extract mode as illustrated in step 3 below.

   If field titles have been entered, they will be shown in the "Title" column. The "Condition" column shows the search conditions which are active for that field, and the "Data" column contains the text which you wish to search for.

3. Move the pointer to the field to be extracted, type in the text which you wish to search for and then press [Return].

```
                                   Extract Cards
No.:Title            :Condition :Data
  1:Mr./Ms.          :CONTAIN   :Ms.
  2:Forename         :          :
  3:Middle           :          :
  4:Surname          :          :
(Ctrl+C)CONTAIN; (Ctrl+A)AGREEMENT; (Ctrl+B)BLANK; (Del)Clear; (Return)Extract
```

4. If desired, you can change the condition in the "Condition" column.

CONTAIN	The specified field must contain the text entered into the "Data" column, but it can also contain other text as well.
AGREEMENT	The specified field must exactly match the text entered into the "Data" column.
BLANK	The specified field must be blank (i.e. it cannot contain any text at all).

   Specify the condition by pressing the keys listed below.

   [Ctrl] + [C] : Press to change the condition to "**CONTAIN**".

   [Ctrl] + [A] : Press to change the condition to "**AGREEMENT**".

   [Ctrl] + [B] : Press to change the condition to "**BLANK**".

   If text has been entered into the field, then the conditions that can be specified will be "CONTAIN" and "AGREEMENT". If there is no text in the field, the conditions that can be specified will be "BLANK" and nothing.

5. If you wish to enter text into other fields, repeat steps 3. to 4. above.

6. Once the text has been entered into all of the desired fields, press Return. All cards which match the conditions given will be extracted from all of the cards in the address book file and will be displayed on the screen in List Display mode.

		Ms.			
No.:Sel:		ForenameMiddle	Surname	Company	Title
3:		Tracey B.	Ford	Digital Information Prod	
4:	:Ms.	JenniferF.	Tompson	Manufacturing Company of	
7:	:Ms.	Patricia	Keaton	International Finance (U	
9:	:Ms.	Helen	Brown	Roxy Sales Ltd.	

NOTE

If no matching text is found, the error message "Not found." will appear on the screen. Press Return *to return to the list screen.*

*If you wish to save your extracted cards, it is necessary to select (*Ctrl *+* M*) each extracted card and then save the selection as a separate file. Refer to "Saving an Address Book File" on page 146.*

Repeating the Extraction Procedure

After you have extracted cards by the above procedure, you can then carry out additional searches using different conditions. These additional searches can be limited to cards which have already been extracted, or can be carried out again for all cards in the address book file.

To carry out a further extraction:

1. Repeat steps 2. to 5. on the previous page, and then press Return. The following dialogue box will be displayed.

```
Extract Cards
An object of Search: ◉Condense ○Addition ○All
```

Condense	Restricts the next search to only the cards which have already been extracted.
Addition	Searches all the cards in the address book file, and adds any additional cards found to the cards which have already been extracted.
All	Searches all the cards in the address book file. The results of this search then become the new list of extracted cards.

2. Select which kind of extraction you wish to perform by using the arrow keys, and then press Return.
   All cards which match the conditions given will be extracted and will be displayed on the screen in List Display mode.

Switching between Extracted and Non-extracted Card Lists

After you have extracted certain cards from the address book file, the extracted cards will be shown on the screen. You can switch the display back and forward to display a list of either the extracted cards or the non-extracted cards.

To switch the card list displayed:

1. Press [Menu], type [5] (**Search**) and then type [M] (**Extract/Remain**). If the list of extracted cards was being displayed, the display will switch to show the list of non-extracted cards. If the list of non-extracted cards was being displayed, the display will switch to show the list of extracted cards.

Clearing the List of Extracted Cards

Once you have extracted cards from the address book file, these cards will keep their extracted status until you exit from this particular address book file. However, you can also manually clear the extracted status for these cards.

To clear the extracted status for all cards:

1. Press [Menu], type [5] (**Search**) and then type [C] (**Cancel Extract**). All of the cards in the address book will be restored to the unextracted status.

NOTE

This command only clears the extracted status for cards. It does not clear any data from the cards.

7. USING THE SPELL CHECKER AND THESAURUS

Checking for Spelling Errors

The method of spell-checking an address book file is the same as for a Word Processor application. Please refer to "Checking for Spelling Errors" on page 70 of the "Word Processor" section.

Correcting Spelling Errors

The method of correcting spelling errors is the same as for the Word Processor application. Please refer to "Correcting Spelling Errors" on page 71 of the "Word Processor" section.

User's Dictionaries

The method of using user's dictionaries is identical for all Font Writer applications.

Adding and Deleting Words from a User's Dictionary

Please refer to "Adding Words to a User's Dictionary" on page 72 or "Deleting Words from a User's Dictionary" on page 73 of the "Word Processor" section.

Loading and Saving a User's Dictionary

Please refer to "Saving a User's Dictionary" on page 203 or "Loading a User's Dictionary" on page 204 of the "Utilities" section.

Using the Thesaurus

The method of using the Thesaurus is the same as for a Word Processor application. Please refer to "Using the Thesaurus" on page 76 of the "Word Processor" section.

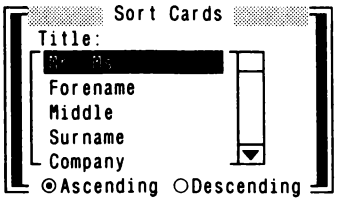
8. SORTING CARDS IN THE ADDRESS BOOK

Once you have entered the data for several cards into your address book file, you may wish to arrange them in a certain order, for instance by surname or place of residence, etc. With the "Sorting" feature of the Address Book, you can select what kind of information you would like to use for sorting. You can also specify whether you would like the sort to be conducted in ascending or descending order.

Note that sorting of the cards in an address book file can only be carried out in List Display mode.

To sort the cards in the address book file:

1. Press [Menu], type [5] (**Search**) and then type [S] (**Sort Cards**). The following dialogue box will be displayed.



2. Press [↑] or [↓] to select the desired field title for sorting.
3. Press [Tab] or [Shift] + [Tab] to move to the bottom line of the dialogue box, and select whether the sort is to be in ascending or descending order using arrow keys.
4. When you have finished setting the sort conditions, press [Return] to start the sort. The message "Please wait..." will be displayed while the sort is being carried out. When sorting is finished, the display will return to the normal editing screen, and the cards will be sorted.

NOTE

The precedence for sorting is as follows:

1. *Blank fields*
2. *Spaces*
3. *Numerals (0 ... 9)*
4. *Letters of the alphabet (including accented characters)*
5. *Special characters*

9. OTHER FUNCTIONS

The **"Other"** menu lists some commands from the Utilities application which you can use within other applications also. These include changing the system setup, deleting files from floppy disks and formatting floppy disks.

For details on how to use these functions, refer to the respective explanations of the "Utilities" section.

Label Printing

QUICK START

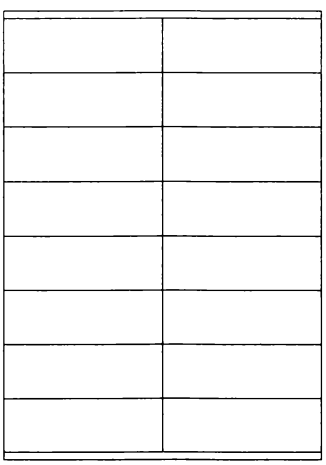
1. INTRODUCTION

Label Printing lets you print your own labels quickly and efficiently. It is very useful for activities such as printing mailing addresses or any other type of labels.

The difference between normal printing and label printing is basically that normal printing prints the data relative to the page as a whole, whereas label printing prints out data relative to smaller sub-sections of the whole page, with each sub-section being a label. You can think of this as one page which has been subdivided into several smaller pages, each of which constitutes an individual label.

This chapter is a Quick Start Guide, which shows you how to create a simple label file using the Label Printing application. For instructions on how to use all the features please refer to page 175.

The Label Sheet used in our example is shown below.



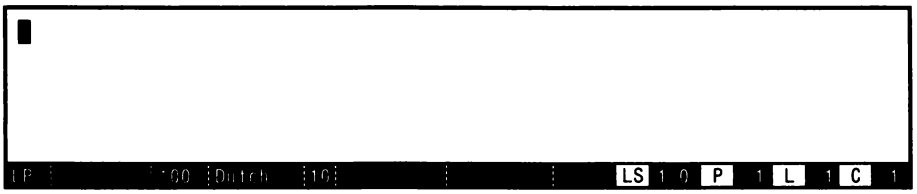
The size of the sheet is A4 and there are 16 labels in 2 columns and 8 rows. Each label is 4.13 inches wide and 1.38 inches high. This particular label sheet is a fairly simple one to set up and is therefore ideal for our first attempt. Having mastered this one, you can then go on to more adventurous label printing yourself.

With the Label Printing application of the Font Writer, you take the data that is to be printed onto the labels from a file created in the Address Book application. (Refer to the "Address Book" section for details on how to create an address book file.)

Selecting the Sheet Size

From the main menu, press [5], then [Return]. This takes you into the Label Printing function.

A screen similar to the one below is displayed.



1. Press [Menu].
2. Press [4] (**Format**).
3. Press [S] (**Label Sheet Size**). The "Label Sheet Size" dialogue box is displayed.
4. Use the arrow keys to select "▯A4 (210.0 ✳ 297.0)".
5. Press [Return]. The sheet size is now set.

Having selected the label sheet size, we now need to do the label sheet setup. This tells the Font Writer the number of columns and rows there are and if there are any margins and row spaces. In our example label sheet, we need only concern ourselves with the rows and columns.

Doing the Label Sheet Setup

1. Press [Menu].
2. Press [4] (**Format**).
3. Press [L] (**Label Sheet Setup**). The "Label Sheet Setup" dialogue box is displayed.
4. If the number of columns is "2", then press [Tab] to move to the number of rows. (If the number of columns is not "2", delete the existing number using [X], type "2" and then press [Tab].)
5. Make sure the number of rows is "8". If it is not, change it to "8" using the procedure in step 4.
6. Press [Tab] to move to "Label Width".
7. Make sure the label width is set at 4.13 inches using the same method as step 4. above and then set the label height at 1.38 inches.
8. Press [Return]. The label sheet setup is now complete.

The next thing we need to do is to set up the margins for each label. This determines the top, bottom, left and right margins within each particular label.

Label Margin Setup

1. Press [Menu].
2. Press [4] (**Format**).
3. Press [M] (**Label Margin Setup**). The "Label Margin Setup" dialogue box will be displayed.
4. The default margin settings are: Top 0.12, Bottom 0.28, Left 0.50 and Right 0.50.
5. We will leave these at the default setting, but you can change the values by deleting the existing value, typing in your new one and then pressing [Tab] to move to the next item.
6. Press [Return] to accept the values.

Our label sheet is now fully formatted. We can save this file for future use so we don't have to go through this procedure every time we want to use this particular label sheet.

Saving the File

1. Press [Menu].
2. Press [1] (**File**).
3. Press [V] (**Save**). The "Save" dialogue box will be displayed.
4. Type in "label-16" as the file name.
5. Press [Return]. Once the file has been saved, you will be returned to your original screen.

Now we will retrieve the "label-16" file we saved previously, attach the Address Book file we created in the Address Book section and then print the label using merge codes.

Retrieving the Label File

Make sure the floppy disk containing the files we have created is in the disk drive.

1. From the Label Printing editing screen, press [Menu].
2. Press [1] (**File**).
3. Press [O] (**Open**).
4. Type "label-16" as the file name in the "Open" dialogue box.
5. Press [Return]. The message "Please wait..." appears on the screen.

Attaching the Merge File

1. Press [Menu].
2. Press [1] (**File**).
3. Press [A] (**Attach Merge File**).
4. Type "address" as the file name. (Remember, this was the file we created in the Address Book section.)
5. Press [Return]. The Merge file is now attached.

Before we can print our labels, we need to enter merge codes for the labels. These merge codes correspond to the Address Card fields. When we print, the merge codes are swapped for the text contained in those fields.

Each label should have the following information on it.

Title (Mr./Mrs.). Forename. Middle Name. Surname.
Street. Town. County.

Entering Merge Codes

1. Press [Menu].
2. Press [2] (**Edit**).
3. Press [M] (**Merge Code**). The "Merge Code" dialogue box is displayed.
4. Use [↑] and [↓] to select "01:Mr./Mrs.".
5. Press [Return]. The symbol " ⓪ " appears on the screen. This is our first merge code.
6. Press [Space] to insert a space after the merge code.
7. Repeat steps 1. to 3.
8. Select "02:Forename".
9. Repeat steps 5. and 6. to enter the second merge code and space.
10. Continue this process to enter the middle name and surname.
11. When you have entered the surname, press [Return] to move to the next line.
12. Enter merge codes 05, 06, and 07 on the next three lines using the method above.

The last thing we now have to do is to print our file.

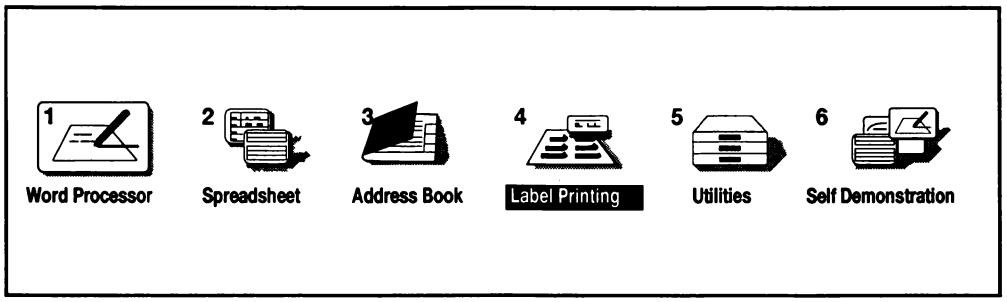
Printing the Label File

1. Open the paper supporter by lifting the tabs at each side.
2. Insert an A4 sheet of label paper with the left side at the "A4▯" mark for correct alignment.
3. While holding down [Ctrl], press [Cancel]. This feeds the paper to the correct starting position.
4. Press [Menu].
5. Press [1] (**File**).
6. Press [P] (**Print Label**). The message "Please wait..." is displayed and then the "Print Label" dialogue box is displayed.
7. There are various options available in the "Print Label" dialogue box, but we will accept the default values, so all we need to do is to press [Return].
8. The message "Printing 4 cards [OK]" is displayed.
9. Press [Return] and printing commences.

As with the other sections, there are many more features and facilities in the Label Printing section. We recommend you to look up the "Label Printing" section of the manual to gain the full benefit of all options available.

Label Printing

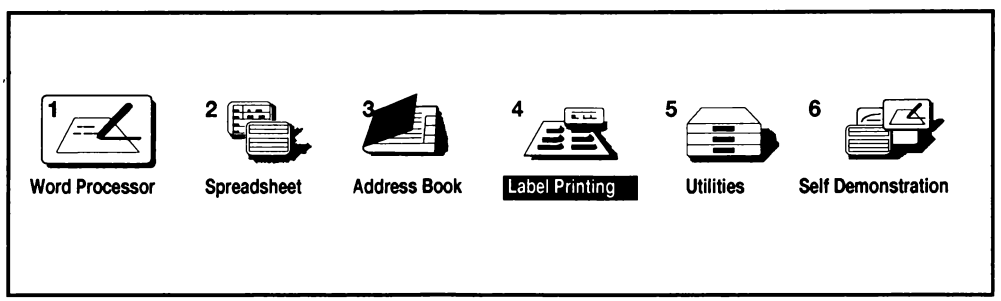
MODEL: FW-560



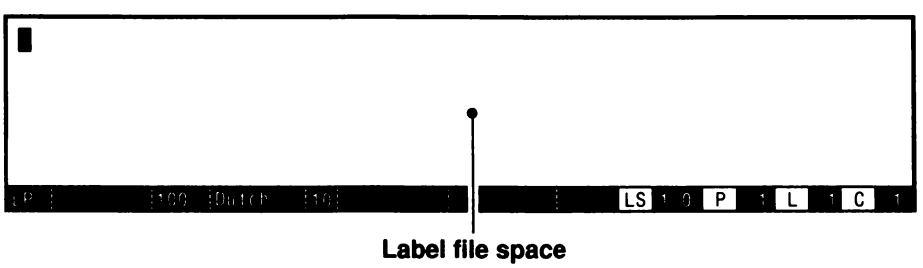
Starting Label Printing

To start Label Printing:

1. After the Font Writer is switched on, the Font Writer main menu will be displayed on the screen.



2. Press [→] or [←] to select "**Label Printing**", or press [4], and then press [Return]. The Label Printing application will then start up, and soon the initial screen will be displayed as shown below. You can now go straight ahead and start creating a label file.



Exiting Label Printing

If you exit the Label Printing application without saving the current label file, any changes to the label file which have not been saved will be lost. Refer to "Saving a Document" on page 37 of the "Word Processor" section for details on saving files.

To exit Label Printing:

1. Press [Menu], type [1] (**File**) and then type [E] (**Exit**).
2. If there is a label file on the screen which has been changed since the last time it was saved, the following warning message will be displayed.

```
Your latest changes have not been saved.
                Exit?
            [Yes]   [No]
```

Using the arrow keys, select "**Yes**" to exit without saving and return to the Font Writer main menu, or "**No**" to cancel the exit and return to the normal editing screen. Then press [Return].

2. WORKING WITH A LABEL FILE

Starting a New Label File

When you start the Label Printing application by selecting it from the main menu, a blank label file with no file name will be displayed. You can then start entering data into this blank label file straight away.

The procedure for starting a new label file is exactly the same as that for starting a new Word Processor document. Refer to "Starting a New Document" on page 36 of the "Word Processor" section for details.

Saving a Label File

You can save the label file which you have created using the Label Printing application onto a floppy disk. In this way, you can keep a copy of the label file for editing or printing later.

The procedure for saving a label file is exactly the same as that for saving a Word Processor document. Refer to "Saving a Document" on page 37 of the "Word Processor" section for details.

Retrieving a Label File

If you have previously created a label file and saved it on a floppy disk, you can then retrieve that label file for further editing or printing. The procedure for retrieving a label file is exactly the same as that for opening a Word Processor file, so refer to "Retrieving a Document" on page 38 of the "Word Processor" section for details.

3. INSERTING AND EDITING LABEL DATA

Label Printing operates in a similar way to the Word Processor. With it, you can type in data and then carry out simple editing of the entered data. The data thus entered can then be printed out to make a series of labels which are identical.

It is also possible to create labels which contain information that is different from label to label. An example for this is printing address labels, in which different names and addresses will appear on each label. For the procedure for doing this, refer to "Inserting Merge Codes" on the next page.

Typing Text into a Label

The types of data which are entered into a label file can be broadly divided into two groups: text and merge codes.

The function of merge codes and the method of inserting them into a label file is described in "Inserting Merge Codes" on the next page. When inserting text, there are a wide range of options which are available for copying, moving and deleting text and merge codes in the label file. Most of these are also available in the Word Processor application, and work in exactly the same way. For details on such options, refer to the "Word Processor" section.

Typing and Editing in Quick Entry Mode

There are two basic modes in which the Label Printing screen is displayed. These are the "WYSIWYG" mode and the "Quick Entry" mode.

These two modes are also used in the Word Processor application. The differences between the two screen display modes and the method of using them are the same for both the Word Processor and the Label Printing. Please refer to "Typing and Editing in Quick Entry Mode" on page 43 of the "Word Processor" section for more details.

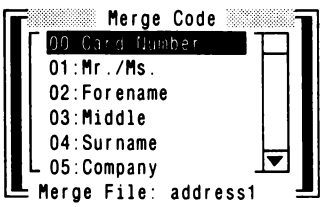
Inserting Merge Codes

Merge codes are the codes which you insert into the label file in order to incorporate the data from an address book file into the label file when printing. Each merge code is numbered, and each number corresponds to a field in an address book file which has been designated as the file to be used for supplying merge data.

Merge codes are displayed on the screen in two ways, depending on which screen mode is active. In WYSIWYG mode, they appear as a "⓪". The merge code number is not displayed. In the input line in Quick Entry mode, they appear as a two-digit number enclosed by the two special characters "«" and "»".

To enter a merge code:

1. Make sure that you have specified the address book file which is to be used as the merge file. (Refer to "Specifying a Merge File" on page 188.)
2. Move the cursor to the place where you wish to insert a merge code.
3. Press [Menu], type [2] (**Edit**) and then type [M] (**Merge Code**). A list box showing the field titles will be displayed.



4. Press [Up], [Down] and the arrow keys to select the desired field title, and then press [Return]. The display will return to the label file editing screen and the merge code will be inserted at the current cursor position.
5. Repeat steps 3. and 4. to complete inserting your merge codes.

   If you enter two field titles on a line, press [Space] before entering the second merge code, or the data will be printed with no space between the two codes.

NOTE
The maximum number of fields an address book file can have is 32. Thus, 32 is the highest number you can enter for a merge code. The lowest number which can be entered for a merge code is 00. This merge code does not refer to a field in the address book file; instead it represents the card number of the current card in the address book file.
The 32 merge codes available can refer to a maximum of 16 fields in the address book file. If more than 16 fields are inserted, only the first 16 fields appearing in the label file will be effective when printing. Other merge codes will be ignored and will not appear in the printed label. The same field can be represented by more than one merge code.

To specify an address book file to be used as the data for the merge codes, refer to "Specifying a Merge File" on page 188. You cannot enter merge codes before specifying the address book file to use as the merge file.

You cannot enter a merge code into the label file using the "Special Char" command, otherwise the Font Writer will treat the characters as simple text and will not recognise them as being part of a merge code.

Merge codes can be deleted by pressing [Del] ([Ctrl] + [Edit]), [X] *and* [XXX] ([Ctrl] + [X]).

Undoing the Effect of the Last Command

The method of undoing the effects of the last command is the same as for the Word Processor application. Please refer to "Undoing the Effect of the Last Command" on page 52 of the "Word Processor" section.

NOTE
The "Undo" command is effective for entering or editing data and for the following commands:

Edit menu
- *Cut*
- *Paste*

Font menu
- *Typeface*
- *Size*
- *Condensed*
- *Bold*
- *Underline*
- *Italic*
- *Outline*
- *Super/Subscript*

Format menu
- *Character*
- *Paragraph*
- *Tab*
- *Label Sheet Size*
- *Label Sheet Setup*
- *Label Margin Setup*

Search menu
- *Replace*

4. FORMATTING A LABEL FILE

Each label can be considered as being like a mini-page. If a label is looked at in this way, it follows that the data to be printed onto the label can be formatted, much in the same way as text in a whole page can be formatted.

There are a wide range of options which are available for changing the appearance of text and merge data in the label file. These include changing the typeface and point size, setting tabs, and adding attributes such as bold and underline. These options are also available in the Word Processor application, and work in exactly the same way. For details on such options, refer to the "Word Processor" section.

Changing the Paper Size

The paper size is an important factor in determining what size of labels can be used and how many labels can be printed. Four pre-set paper definitions are available for selection.

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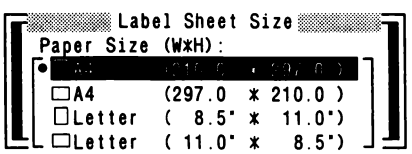
To select the paper size:

1. Press [Menu], type [4] (**Format**) and then type [S] (**Label Sheet Size**). The following list box shown below will be displayed.



2. Press [↑] or [↓] to select the desired paper size, and then press [Return]. The paper size which you selected will become the new paper size setting.

NOTE

If the paper size is changed, all of the page margin settings and label margin settings will be set back to their default values. Therefore, you will need to set these again.

The small rectangle next to the paper size indicates the orientation for that particular setting. A vertical rectangle indicates "portrait" orientation, while a horizontal rectangle indicates "landscape" orientation.

Changing the Label Layout

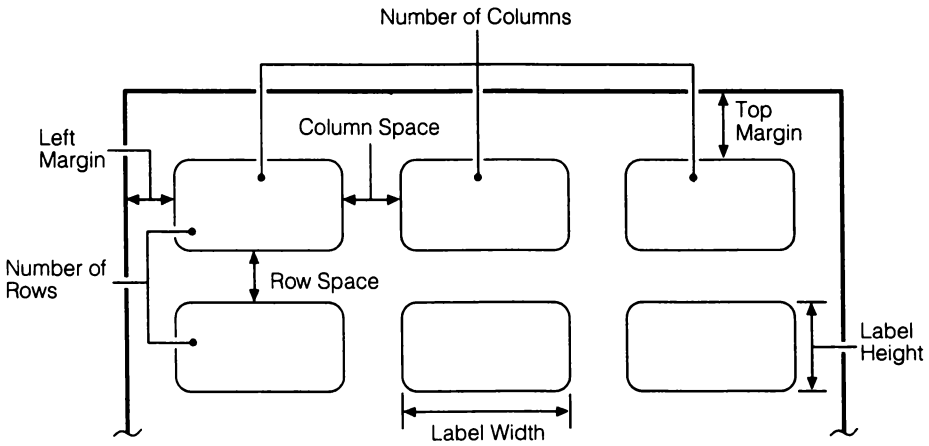
Once you have decided which size of paper you wish to use for printing out labels, you then need to set the size of each label, and also how far apart the labels are from each other and from the edges of the page.

To change the label layout:

1. Press [Menu], type [4] (**Format**) and then type [L] (**Label Sheet Setup**). The following dialogue box will be displayed.

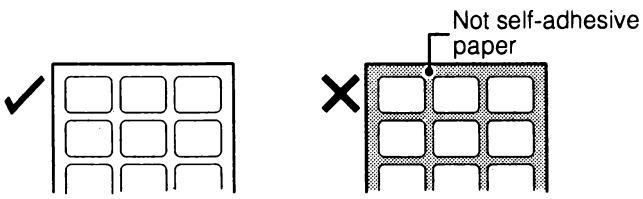
```
Label Sheet Setup
Number of Columns:[2]        Number of Rows:[8  ]
Label Width: [4.13   ]inch   Label Height:[1.38   ]inch
Left Margin: [0.00   ]inch   Top Margin:  [0.33   ]inch
Column Space:[0.00   ]inch   Row Space:   [0.00   ]inch
```

2. Press [Tab] or [Shift] + [Tab] to move to each item in the dialogue box, delete the previous requested settings by using [X] and type in the desired settings for each item.



3. Once all of the desired settings have been made, press [Return]. The number of labels per page and the distances between them will now be set.

NOTE
Some types of label sheet do not have self-adhesive paper between the actual labels. It is not recommended that you use this type of label sheet, as it can result in damage to the print mechanism.



Recommended Not recommended

After all of the values have been entered, the Label Printing carries out a check to determine if the settings which have been made are possible. If an error is found, a message will be displayed telling you which settings are not appropriate. In this case, press [Return] to return to the setting dialogue box, and enter the correct values.

If the height of the label is reduced so that all lines can no longer fit onto a single label, the lines that will not fit will not appear on the label when it is printed. In this case, increase the height of the label so that all of the text fits.

Setting the Label Margins

After you have created a label layout and specified how big each label will be, you then need to specify how much space to leave between the text inside the label and the edges of the label.

To set the label margins:

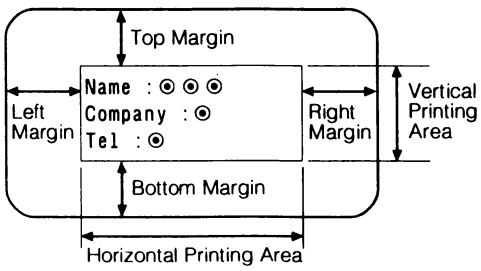
1. Press [Menu], type [4] (**Format**) and then type [M] (**Label Margin Setup**). The following dialogue box will be displayed.

```
Label Margin Setup
Top Margin:    [0.12■  ]inch
Bottom Margin: [0.28   ]inch
Left Margin:   [0.50   ]inch
Right Margin:  [0.50   ]inch

Label Width:    4.13    inch
Label Height:   1.38    inch
```

The figures on the "Label Width" and "Label Height" lines show the current label width and label height settings as a reference.

2. Press [Tab] or [Shift] + [Tab] to move to each item in the dialogue box, delete the current label figures by using [⌫] and type in the desired settings for each item.



3. Once all of the desired settings have been made, press [Return]. The margins inside each label will now be set.

NOTE
After all of the values have been entered, the Label Printing carries out a check to determine if the settings which have been made are possible. If an error is found, a message will be displayed telling you which settings are not appropriate. In this case, press [Return] to return to the setting dialogue box, and enter the correct values.

Formatting Lines

Some formatting commands, such as alignment and line spacing, can be applied to single lines if desired. The method of doing this is similar to the method for formatting single paragraphs in a Word Processor document. However, indents and paragraph shadings are not available in the Label Printing application.

Refer to "Formatting Paragraphs" on page 64 of the "Word Processor" section for details.

5. SEARCHING AND REPLACING

Finding Text

The method of searching for text in the Label Printing application is the same as for the Word Processor application. Please refer to "Finding Text" on page 66 of the "Word Processor" section.

Replacing Text with Other Text

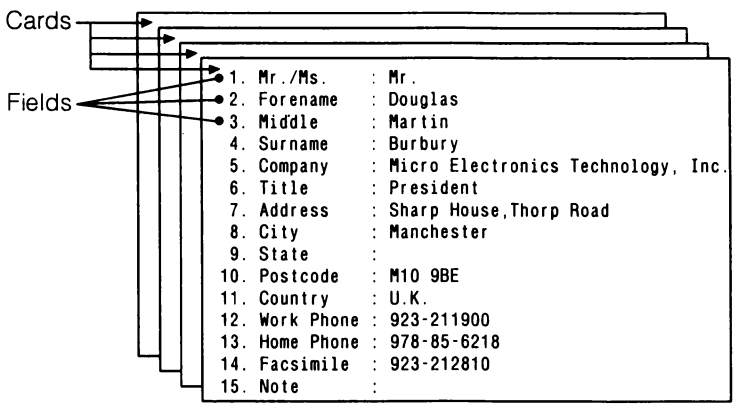
The method of replacing text in the Label Printing application is the same as for the Word Processor application. Please refer to "Replacing Text with Other Text" on page 67 of the "Word Processor" section.

6. PRINTING

Once you have finished creating your label file, the next step is to print it. You can take data from a file that was created using the Address Book application of the Font Writer to be included as part of the label file. This is called "merge printing".

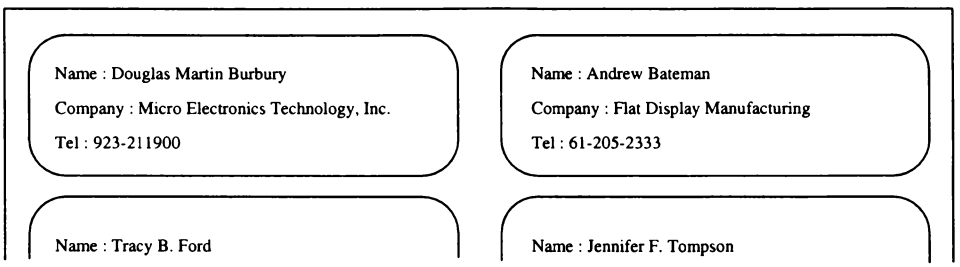
An example of the merge process is shown in the illustration below.

First, create an address book file.



Create a label format.

Print the labels.



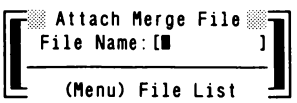
Specifying a Merge File

Before printing a label file, you must specify an address book file which is to be used as the source of data for the merge codes. This address book file is called a "merge file".

When using the merge function, the data from the address book file is not actually entered into the label data. Instead, you insert a "merge code" which corresponds to a particular field in the address book file. (For an explanation of what a "field" is, refer to "Explanation of the Address Book Screens" on pages 142 and 143 of the "Address Book" section.) Whenever a merge code appears in a label, the data in the field which corresponds to that merge code is inserted into the label when that label is printed.

To specify a merge file:

1. Insert the floppy disk containing the address book file to be used as the merge file into the floppy disk drive.
2. Press [Menu], type [1] (**File**) and then type [A] (**Attach Merge File**). The following dialogue box will be displayed.

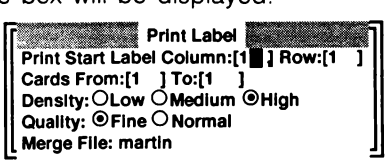


3. Type in the file name of the address book file to be used as the merge file and then press [Return]. The address book file will then be designated as the merge file.

Printing the Label File

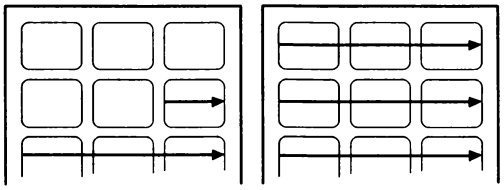
To print a label file:

1. Make sure that the floppy disk containing the address book file to be used as the merge file is inserted into the floppy disk drive.
2. Insert a label sheet of paper into the print mechanism. (Refer to "Inserting the Paper" on page 14 of the "Introduction" section.)
3. Press [Menu], type [1] (**File**) and then type [P] (**Print Label**). The message "Please wait..." will be displayed on the screen, and the Label Printing will check that the address book file which has been specified as the merge file is on the floppy disk. The following dialogue box will be displayed.



4. Press [Tab] or [Shift] + [Tab] to move to the desired item in the dialogue box, and select the desired printing option.
5. Specify the column and row numbers to start printing from.

The illustration below shows an example in which printing starts from the third label in the second row.



First page Second page

6. Select whether you would like the printing to be fine or normal quality. (For details on the different print qualities, refer to "Printing a Normal Document" on page 77 of the "Word Processor" section.)
7. Once you have finished setting the print options, press Return. The message "Printing xx cards." will be displayed. (The number of cards to be printed will appear in place of the "xx".) The Label Printing will then check that the file specified as the merge file is on the floppy disk. It also checks whether the merge codes in the label file match the fields in the address book file. Press Return to print.
8. If a specified field number is not found while checking, the message "Specified field number cannot be found. Print?" will be displayed. Select "**Yes**" to ignore the error and continue printing, or select "**No**" to cancel the printing, and then press Return.

NOTE

If you wish to pause printing, press Return. A message box will be displayed. Press Space to resume printing or press Cancel to cancel printing.

On the screen, any text which extends past the right margin will be wrapped to the next line, but when printing, the wrapped sections of text will be discarded and will not be printed. You have to enter a Return code into the text in the label for it to be wrapped and printed. Similarly, any text which overlaps the bottom margin will be displayed on the screen but will not be printed. It is recommended that you do a test print on some waste paper before printed on an actual label sheet.

If you try to print out the label file but nothing happens, it may be that the margin settings are so large that the text can't fit in the label. In this case, try either reducing the size of the margins or reducing the point size of the text.

7. OTHER FUNCTIONS

The "**Other**" menu lists some commands from the Utilities application which you can also use within other applications. These include changing the system setup, deleting files from floppy disks and formatting floppy disks.

For details on how to use these functions, refer to the respective explanations of the "Utilities" section.

Utilities

MODEL: FW-560

1. INTRODUCTION

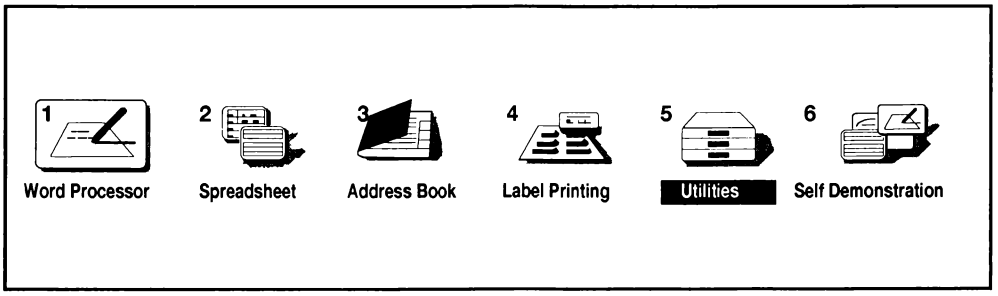
The Utilities application is used for general floppy disk and file administration, and also for working with user's dictionaries. With it, you can format floppy disks, view and print out a listing of all files on the floppy disk, copy and delete individual files on the disk, and so on.

When saving or retrieving files in one of the Font Writer applications, only the files which are associated with that application can be selected. However, the Utilities application allows you to list all files which are stored on the disk.

Starting the Utilities Application

To start the Utilities application:

1. After the Font Writer is switched on, the Font Writer main menu will be displayed on the screen.



2. Check that there is a floppy disk inserted into the floppy disk drive.

3. Press [→] or [←] to select "**Utilities**", or press [5], and then press [Return]. The Utilities application will then start up, and soon the initial screen will be displayed.

   The file listing for the floppy disk in the floppy disk drive is automatically displayed on the screen.

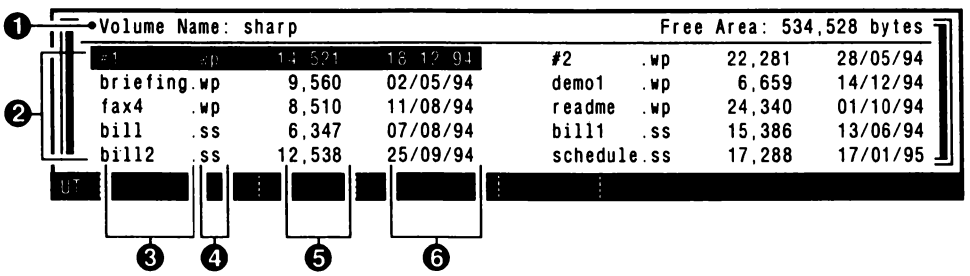
NOTE

When the Utilities application is started, if an unformatted floppy disk is in the floppy disk drive, the error message "Unknown disk format." will appear on the screen, or if there is no floppy disk in the floppy disk drive, the error message "No disk. Insert a disk and retry?" will appear on the screen. Insert a floppy disk and press [Return] to display the file listing.

If you press [Return] when there is no formatted floppy disk in the disk drive, a blank file listing will then be displayed.

Explanation of the Utilities Screen

After the Utilities application has started up, the initial screen will be displayed.



❶ Disk information line

The information displayed here includes the volume name of the disk and the amount of free space on the disk.

❷ File listing

This is the area of the screen which shows information about each file, including the file name, file extension, file size and the date.

❸ File name

This is the name that you used to save the file.

❹ File extension

A file extension is a symbol of up to three characters which shows what type of file the file is.

❺ File size

The size of the file is indicated in "bytes" (a "byte" is the basic unit of data storage for computers).

❻ File creation date

This shows the date which was entered when the file was renamed or saved.

If all the files on the disk cannot be displayed at once, use the arrow keys or [Up] and [Down] to scroll through the other files in the listing.

Exiting the Utilities Application

To exit the Utilities application:

1. Press [Menu], type [1] (**File**) and then type [E] (**Exit**).

   The display will then return to the Font Writer main menu.

2. FILES

All of the Font Writer applications allow you to manipulate files to a certain extent, but such file operations are usually restricted to saving and retrieving. The Utilities application, however, allows you to carry out a wide range of file management operations, including copying, renaming and deleting files, plus certain other operations such as converting files between different file formats.

Valid File Names

The names that are given to files follow the file name rules that are specified for IBM-compatible computers. The basic rules which must be followed are indicated below. Note that you cannot add an extension to a file name yourself. (For details on file extensions, refer to "Explanation of File Extensions" on page 219 of Appendix D.)

1. File names can consist of any alphanumeric characters (the letters "a" to "z" and the numerals "0" to "9"). In addition to alphanumeric characters, the following characters can also be used:

   !, #, $, %, &, ', (,), -, @, _, {, }, ^, `, ~

2. If you use an invalid character in a file name, a warning message will be displayed. Press [Return] to clear the warning message, and then enter a correct file name.

3. A file name can be a maximum of 8 characters long.

NOTE
You cannot save two files by the same filename on the same floppy disk. Each file name must be unique.

File Extensions

This is used to describe the type of file and must be no more than 3 characters long.

The Font Writer "saves" files with the extension ".wp" when in Word Processor mode and with the extension ".ss" when in Spreadsheet mode.
Refer to "Explanation of File Extensions" on page 219 of Appendix D for an explanation of all the file extensions used by the Font Writer.

File extensions are automatically inserted by the Font Writer and therefore no attempt should be made to insert them yourself.

Copying a File from One Disk to Another

Files which are stored on a floppy disk can be copied to another disk under the same or a different file name. The disk from which you wish to copy is called the "source disk", and the file to be copied is called the "source file". You then copy the "source file" to the "destination file" on the "destination disk".

When copying a file from one floppy disk to another, the file is actually copied twice - once from the original disk into the Font Writer memory, and then once more from the Font Writer memory onto the new disk.

When a file is being copied, the original file will remain unchanged on the source disk.

To copy a file from disk to disk:

1. Move the cursor to the file you wish to copy.
2. Press [Menu], type [1] (**File**) and then type [C] (**Copy**). The following dialogue box will be displayed.

```
[ Copy                                  ]
[ Source File Name:        briefing     ]
[ Destination File Name:[briefing■]     ]
```

3. The name of the file on which the cursor is positioned will appear in the dialogue box as the file to be copied, and the same name will appear in the "Destination File Name" line. If you would like to designate a different name for the destination file, delete this current file name by using [⌫], and type in the new file name.
4. After the desired file names have been entered, press [Return]. The message "Reading..." will be displayed to indicate that the designated source file is being read from the source disk.
5. After reading of the file is completed, the message "Insert destination disk." will be displayed.
6. Remove the source disk from the floppy disk drive, insert the destination disk and then press [Return]. The message "Copying..." will be displayed to indicate that the source file is being copied to the destination disk.
7. After the file has been copied to the destination disk, the display will show the new file listing for the destination disk, including the newly-copied destination file.

NOTE

You can copy a file to the same disk simply by pressing [Return] in step 6. above without switching the floppy disk. However, in this case you need to specify a different file name for the destination file.

If the destination disk is not formatted, the file will not be copied. To format a disk, refer to "Formatting a Floppy Disk" on page 201.

Deleting a File from a Floppy Disk

Sometimes you may wish to delete a file that is stored on a floppy disk. This may be because you have saved an updated version of the file under a different name and no longer need the old version, or because the floppy disk is full and you wish to delete some files to make some more space available.

The Utilities application has a command that allows you to delete files which have been created in any of the other Font Writer applications.

You must be very careful when deleting files. If you delete the wrong file by mistake, it will be impossible to retrieve that file again using any of the Font Writer applications, and any data that the file contained will be lost.

To delete a file from the floppy disk in the floppy disk drive:

1. Move the cursor to the file you wish to delete.
2. Press [Menu], type [1] (**File**) and then type [D] (**Delete**). The following message box will be displayed.

```
[ Delete File
  File Name:briefing.wp
     [Yes]    [No]  ]
```

3. Select "**Yes**" and press [Return] to delete the file, or select "**No**" and press [Return] to cancel the deletion. If "Yes" is selected, the message "Deleting..." will be displayed on the screen while the file is being deleted, and then the display will return to the current file listing without the name of the deleted file.

NOTE

If you do delete a file by mistake, you may be able to restore the deleted file using an IBM-compatible computer which has a third-party undelete program installed. If such an operation is necessary, do not save any more files on that particular floppy disk until you have restored the file that you mistakenly deleted. If you continue to use the floppy disk to save files, there is the danger that all data in the file you deleted will become completely unrecoverable.

For further details on restoring deleted files, refer to the instruction manual relating to the undelete program.

Renaming a File

Once a file has been saved onto a floppy disk with a certain file name, you may sometimes wish to change the name of that file to a new name. The Utilities application allows you to do this.

Changing the name of a file does not affect the actual data in that file in any way.

To rename a file:

1. Move the cursor to the file you wish to rename.
2. Press [Menu], type [1] (**File**) and then type [R] (**Rename**). The following dialogue box will be displayed.

```
Rename
File Name:[briefing]  Date:[03/10/94 ]
```

   The name and date of the file on which the cursor is positioned will appear in the dialogue box.

3. Delete the file name displayed by using [X] and type in the new name. The date can also be changed at this time if necessary. (Refer to "Entering Dates" on page 210.)
4. After the desired file name has been entered, press [Return]. The message "Renaming..." will be displayed. Once the renaming is completed, the display will return to the current file listing.

Printing a File Listing

You can print out a listing of the names of all files on the disk. Additional information about each file, such as file size and date, can be printed out as well.

To print a file listing:

1. Insert a sheet of paper into the print mechanism. (Refer to "Inserting the Paper" on page 14 of the "Introduction" section.)
2. Press [Menu], type [1] (**File**) and then type [T] (**Listing**). The following dialogue box will be displayed.

```
Listing File
Density: ○Low ○ Medium ◉High
Quality: ◉Fine ○ Normal
File Type:
■ Word Processor   ■ Spreadsheet
■ Address Book     ■ Label Printing
■ System Files
```

3. After selecting the quality, press [Tab] or [Shift] + [Tab] to move to the required line, and make the desired selections by using [Space].

When selecting the file types to include in the printing, select the check boxes next to the file types. If a check box is not selected, the corresponding file type will not be printed. The default setting is for all file types to be selected for printing.

4. Press [Return] to start printing the file list. The printing will then start.
5. If you wish to temporarily pause printing, press [Return]. Printing of the file listing will be suspended.
6. To resume printing, press [Space]. To cancel printing, press [Cancel].

When printing is complete, the file listing screen will be re-displayed.

NOTE

An example printout of a file listing is shown below. Note that the list for each file type is preceded by the name of the file type.

```
Volume Name:  sharp


Word Processor
 #1       .wp    14,521    18/12/94
 #2       .wp    22,281    28/05/94
 briefing.wp      9,560    02/05/94
 demo1    .wp      6,659    14/12/94
 fax4     .wp      8,510    11/08/94
 readme   .wp     24,340    01/10/94

Spreadsheet
 bill     .ss      6,347    07/08/94
 bill1    .ss     15,386    13/06/94
 bill2    .ss     12,538    25/09/94
 schedule.ss      17,288    17/01/95

Address Book
 address1.ab      10,477    24/11/94
 address2.ab      10,447    20/02/95

Label Printing
 letter1 .lp      19,996    22/12/94
 letter2 .lp      17,152    07/07/94
```

File listings should be printed out onto A4 or Letter-sized paper only. If you don't, the printing may not fit properly on the page.

The file names in each file type are printed in alphabetical order.

Converting a File

Besides using the built-in Font Writer applications to create files, you can also use files that have been created on an IBM-compatible computer. This feature can add a greater degree of flexibility to the work you do using the Font Writer.

Files created by the Font Writer applications can then be transferred to an IBM-compatible computer for further processing via other programs such as WordPerfect. The opposite is possible too. Files which were originally created by other programs can be converted into formats that can be utilised by the Font Writer.

A list of the types of conversion which are possible is given in the table below. The file types in the "Source Format" column indicate the original format of the file before conversion. The file types in the "Destination Format" column indicate formats which the corresponding "Source Format" file types can be converted to.

Source Format	Destination Format
Font Writer Document File	• ASCII Text File
	• WordPerfect Text File
ASCII Text File	Font Writer Document File
WordPerfect Text File	Font Writer Document File

Once a file has been selected for conversion, the Utilities application will automatically recognise what type of file it is and will select the available conversion formats accordingly.

To convert a file to a new format:

1. Move the cursor to the file you wish to convert.
2. Press [Menu], type [1] (**File**) and then type [V] (**Convert**). The following dialogue box will be displayed.

```
Convert
Source File Name:        briefing
Destination File Name: [briefing]
  ◉ to ASCII Text
  ○ to WordPerfect Text
```

(when selecting a document file)

3. The name of the file on which the cursor is positioned will appear in the dialogue box as the file to be converted, and the same name will appear as the destination file name. If you would like to use a different name for the destination file, delete this name by using [X] and type in a new name.
4. If the document to be converted is a Font Writer document file, you can choose whether you wish to convert to an ASCII file or a WordPerfect 5.1 file. To select the file type, press [Tab] or [Shift] + [Tab] to move to the file type line, and then press [↑] or [↓] to select the desired type.
5. After making the desired settings, press [Return]. The message "Converting..." will appear on the screen while the file is being converted.
6. After the file has been converted, the message "Insert destination disk." will be displayed. Insert the floppy disk on which you wish to save the converted file, and then press [Return]. The message "Copying..." will appear on the screen while the converted file is being saved to the disk.

   After the converted file has been saved, the display will return to the current file listing. The file listing on the screen will be the listing for the floppy disk which is currently in the floppy disk drive.

NOTE

If you are converting from a Font Writer document file to an ASCII text file, the extension ".txt" will be added to the file name of the converted file. If converting to a WordPerfect 5.1 file, the extension ".wpt" will be added.

When converting a file from one format to another, some parts of the file, such as certain formatting features or attribute features, may not convert properly. For further details on converting files between different formats, refer to "Appendix E. CONVERTING FILES" on page 220.

The original file will remain on the floppy disk without being converted.

3. FLOPPY DISKS

Floppy disks play a central role in the operation of the Font Writer. They are primarily used to permanently store files which have been created using the various Font Writer applications, and also to serve as a medium for transferring files from one application to another or from the Font Writer to a computer and vice versa.

Formatting a Floppy Disk

The process of formatting divides up the storage area of a floppy disk into sections so that it can be used for storing and retrieving files created by one of the Font Writer applications or by a separate program such as Wordperfect ® or Lotus 1-2-3 ®. Before a new floppy disk can be used, it must always be formatted.

The formatting function "initialises" a floppy disk. That is to say, it erases any data that may already be contained on that disk. It is therefore a good idea to check the contents of a disk before formatting it to make sure that it doesn't contain any important files, as these files will be lost when the disk is formatted.

When a floppy disk is formatted, you are asked to enter a "volume" name for the disk. This volume name is an optional title that can be given to the disk.

To format a floppy disk:

1. Insert the floppy disk to be formatted into the floppy disk drive
2. Press [Menu], type [2] (**Disk**) and then type [2] (**Format Disk**). The following dialogue box will be displayed.

```
[ Format Disk                    ]
[ Volume Name:[ ]                ]
[ Disk Type: ◉ 2HD (1.44MB)      ]
[            ○ 2DD (720KB)       ]
```

   You can enter a volume name of up to 11 characters, or you can leave this item blank.
3. Select disk type using the [Tab] key and press [↑] and [↓] keys to select the correct type.
4. When [Return] is pressed, the following message box will appear.

```
Are you sure that you want to format the disk?
[Yes]  [No]
```

   To proceed with formatting, select "**Yes**" and press [Return]. If you wish to cancel the formatting operation, select "**No**" and press [Return].

   If "Yes" is selected ,the message "Formatting..." will appear on the screen indicating that the disk is being formatted.

   Once formatting is completed, the screen will display a blank file listing.

NOTE
Pressing any of the keys on the keyboard will have no effect while formatting is being carried out. This means that it is not possible to cancel formatting by pressing [Cancel].

Do not format a 2DD Floppy disk as a 2HD disk and vice versa

Updating the File Listing on the Screen

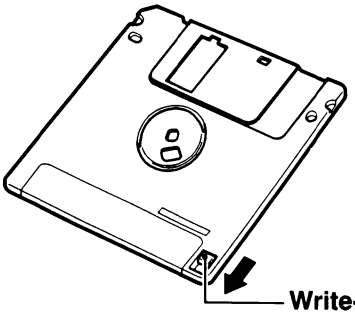
If you replace the floppy disk in the floppy disk drive while there is a file listing on screen, the files list will no longer match the inserted floppy disk. To avoid this, a command is provided that lets you renew the file listing to match the newly-inserted disk.

To update the file listing on the screen:

1. Press [Menu], type [2] (**Disk**) and then type [R] (**Read Directory**) or press [Ctrl] + [D].
   The list of files displayed on the screen will then be updated to show the file listing for the floppy disk which is currently inserted in the floppy disk drive.

Write Protection

3.5" floppy disks have a small tab on the back which is called the "write-protect" tab. This write-protect tab can be moved up and down to open or close the "write-protect" window, which is the hole in the floppy disk next to the write-protect tab.



You can protect the contents of a floppy disk from being accidentally erased by changing the position of this tab.

- When the tab is pushed down so that the write-protect window is open, the disk is then "write-protected". This means that you cannot save any files onto the floppy disk, nor can you delete any files already on the disk.
- When the tab is pushed up so that the write-protect window is closed, the disk is not write-protected. You can then save files onto and delete files from the floppy disk as normal.

4. USER'S DICTIONARIES

The "User's Dictionaries" topic of the "Spell Checking" chapter of the "Word Processor" section explained the basic details of what a user's dictionary is and how words can be added and deleted from this dictionary.

Before a user's dictionary can be used in spell-checking operations, it must first be loaded into the Font Writer's memory. It will remain there until the power supply is turned off or until you manually clear it from the memory.

Saving a User's Dictionary

If you wish to keep any changes you have made to the user's dictionary through adding or deleting words, you must save the dictionary back to the floppy disk before loading a new one. You must also do this before turning off the Font Writer.

If the "Auto Save" option has been selected in the System Setup, the user's dictionary in memory will be saved under the file name "$backup". This will occur every specified time interval. (Refer to "Changing the System Setup" on page 207 for details on how to set the "Auto Save" option.)

To save a user's dictionary onto a floppy disk:

1. Press [Menu], type [3] (**Dictionary**) and then type [V] (**Save**). The following dialogue box will be displayed.

```
[ Save Dictionary
  File Name: [user_dic■]  Date: [          ]
  ------------------------------------------
                (Menu) File List            ]
```

   The file name belonging to the current user's dictionary will automatically appear in the "File Name" line of the dialogue box.

2. If you wish to save the user's dictionary under a different file name, delete the existing name from the dialogue box line and type in the new name. Then press [Return] to save the dictionary.

NOTE
It is also possible to save a user's dictionary while in each application.

Loading a User's Dictionary

User's dictionaries are stored on floppy disks. To use a user's dictionary for spell checking, it first has to be loaded from the floppy disk into the Font Writer's memory.

It is also possible to manually load a new user's dictionary into the Font Writer memory. However, the memory can only hold one user's dictionary at a time.

To load a user's dictionary from a floppy disk:

1. Insert a floppy disk containing the user's dictionary you wish to load into the floppy disk drive.
2. Press [Menu], type [3] (**Dictionary**) and then type [L] (**Load**). The following dialogue box will be displayed.

```
Load Dictionary
File Name: [user_dic■]
(Menu) File List
```

   The default file name for the user's dictionary is "user_dic". The "user_dic" file name will appear in the "File Name" line of the dialogue box.

3. If the default file name appears in this line but you would like to retrieve a different user's dictionary, delete the default file name by using [⌫] and type in the file name of the user's dictionary you wish to retrieve.

   You can also press [Menu] to see a list of all user's dictionary files on the floppy disk. Use the arrow keys to select the file to be retrieved.

4. Once the file to be retrieved has been typed in or selected, press [Return]. The user's dictionary will then be loaded.

NOTE

If there is a floppy disk in the floppy disk drive which contains the "user_dic" file when the power supply for the Font Writer is turned on, this user's dictionary will automatically be loaded into the Font Writer memory. If this file is not found, the file "$backup.spl", which is a backup dictionary created by the "Auto Save" function, will be loaded instead. If neither file is found, no dictionary will be loaded.

If a user's dictionary is already in the Font Writer memory when a new dictionary is loaded, the current user's dictionary will be erased from memory and any changes that were not saved will be lost. To prevent this, save the current user's dictionary before retrieving a new one.

It is also possible to load a user's dictionary while in each application.

Clearing the User's Dictionary from Memory

A user's dictionary which has been loaded into the memory either automatically when the Font Writer was turned on or manually using the "Load" command can be cleared from the memory at any time.

To clear a user's dictionary from memory:

1. Press [Menu], type [3] (**Dictionary**) and then type [C] (**Clear**). The following message box will be displayed.

```
Clear the user's dictionary?
      [Yes]      [No]
```

2. Select "**Yes**" to clear the user's dictionary from the memory, or select "**No**" to cancel the clearing operation, and then press [Return].

NOTE
This operation will clear the user's dictionary from the memory only. Any user's dictionary which is stored on a floppy disk will not be affected by this operation.

Printing a List of the Words in the User's Dictionary

After you have created a user's dictionary, you can print a list of all the words contained in it.

To print a list of the words in a user's dictionary:

1. If there is no user's dictionary in the Font Writer memory, you must first load one into the memory or add words to create a user's dictionary. (Refer to "Loading a User's Dictionary" on page 75 or "Adding Words to a User's Dictionary" on page 72 of the "Word Processor" section.)
2. Insert the paper for printing into the print mechanism by pressing [Paper] ([Ctrl] + [Cancel]).
3. Press [Menu], type [3] (**Dictionary**) and then type [T] (**Listing**). The following dialogue box will be displayed.

```
Listing Dictionary
Quality: ⊙Fine ○Normal
```

4. Select whether you would like the printing to be fine or normal quality.
5. To print the user's dictionary, press [Return].

NOTE
You can only print out the user's dictionary. It is not possible to retrieve the user's dictionary as an ordinary document.

File listings should be printed out onto A4 or Letter-sized paper only. If you don't, the printing may not fit properly on the page.

5. SYSTEM SETUP

You can customise the screen display and other aspects of the Font Writer operation to suit your own personal working style and preferences. This section explains how you can do this.

Note that although this explanation is listed in the "Utilities" section of the manual, it is possible to change the system setup from within any of the Font Writer applications.

An explanation of the various settings that can be made and changed is given below.

Auto Save Lets you specify how often the Font Writer is to automatically make a backup of your current document onto the floppy disk in the floppy disk drive.
Automatic backups can be set to occur every 10, 20 or 30 minutes, or not at all. The default is Off.

Bar Display Lets you specify whether the menu bar and status bar will be displayed on the screen. The default is for the status bar to be displayed and the menu bar not to be displayed.

Beep Sound Lets you specify whether a beep should sound to inform you when an error occurs. The default setting is on (the beep sounds).

Scale Lets you specify which system of measurements (metric or imperial) is to be used for setting margins, etc. The default setting is inches (imperial).

Separator Lets you specify which characters to use as separators in various situations. There are three kinds of separators that can be specified.

- **1000 Separator** Specifies the character to use as the thousands separator.
- **Decimal Point** Specifies the character to use as a decimal point when values are entered into a worksheet. It also specifies the character to use for alignment when a decimal tab is set.
- **List Separator** If a Spreadsheet function has more than one parameter which you must specify, this character is used to separate each of the parameters.

Spreadsheet Display Heading Lets you specify whether the column number and row number will be displayed on the screen in the Spreadsheet application. The default is for both of them to be displayed.

Any changes that you make to the system setup will apply to all of the Font Writer applications. However, if you do not save the changed settings, any changes will be lost when the Font Writer power is turned off, and when you come to turn the power on again, the original system default settings will be used. To keep the changed system settings for future use, you must save them onto a floppy disk.

Backup files

When the "Auto Save" function has been selected, the file which you are currently working on is saved at periodic intervals. If the power supply is accidentally turned off or if you mistakenly clear a file from the screen without saving it, you can often rescue some of the changes you have made by loading this automatic backup file again from the floppy disk.

Backup files are saved with the name "$backup". They are also given an extension depending on which application they were saved from. Thus a backup file for a Word Processor document would be called "$backup.wp", for instance.

Changing the System Setup

The procedure for changing a system setup is basically identical for each application of the Font Writer.

To change the system setup:

1. Press [Menu], type [4] (**Setup**) (in the Utilities application), or select (**Other**) (in an application other than the Utilities application), and then type [S] (**System Setup**). The following dialogue box will be displayed.

```
System Setup
Auto Save: ◉ Off  ○10 ○20 ○30 (min) ■ Dictionary File ■ User's File
Bar Display: □ Menu Bar  ■ Status Bar
Beep Sound: ◉ On  ○ Off                    Scale: ◉ Inch ○ mm
Separator:  (1000 Separator) (Decimal Point) (List Separator)
            ◉(, ) (. )(, ) ○(. ) (, )(; ) ○(Space) (, )(; ) ○(' ) (. )(; )
Spreadsheet Display Heading: ■ Column ■ Row
Density:    Low ○ Medium ○ High ◉
```

2. Press [Tab] or [Shift] + [Tab] to move to each line in the dialogue box, and select the desired settings in each line by using the arrow keys.
3. After making the desired settings, press [Return]. The system operation will then be changed to reflect the new settings, and the display will return to the file listing screen (normal editing screen).

NOTE

When the power is turned off, any changes made to the system setup will be lost. Thus, when the power is turned back on, the original system setup will be used. However, if you have saved the system setup to a file, you can restore your customised setup by retrieving this file. (Refer to "Retrieving a System Setup" on page 209.)

If the menu bar has been turned off in the System Setup, it will be displayed again temporarily when [Menu] is pressed. After a command is selected from a menu and executed, the menu bar will then return to begin not displayed.

Saving a System Setup

If you make changes to the system setup, you can save these changes as a file on a floppy disk. Any changes made to the system setup will be lost when the Font Writer power supply is turned off, but you can restore them by retrieving a system setup file which has been saved previously.

To save a system setup:

1. Insert the floppy disk on which you wish to save the system setup file into the floppy disk drive.
2. Press [Menu], type [4] (**Setup**) (in the Utilities application), or select (**Other**) (in an application other than the Utilities application), and then type [V] (**Save Setup**). If you already have the system setup file in your floppy disk, the following message box will be displayed.

```
Replace existing file?
   [Yes]      [No]
```

3. Select "**Yes**" to save the new system setup onto the floppy disk, or select "**No**" to return to the file listing screen without saving, and then press [Return]. To cancel, you can also simply press [Cancel].

   The message "Please wait..." will be displayed on the screen while the file is being saved. Once the file has been saved, the display will return to the file listing screen.

NOTE

The system setup file is saved with the name "config". If you rename it, the Font Writer will not recognise it as a valid Font Writer file.

Retrieving a System Setup

If a system setup has been saved on the floppy disk using the "Save Setup" command in the "Setup" or "Other" menu (refer to "Saving a System Setup" on the previous page), the saved setup can then be retrieved from the floppy disk and used as the new system setup.

If a floppy disk containing a system setup file is in the floppy disk drive when the Font Writer is turned on, that system setup will be automatically loaded into the memory.

To retrieve a system setup:

1. Insert the floppy disk containing the required setup file into the floppy disk drive. (Refer to "Explanation of File Extensions" on page 219 of Appendix D for details on how to identify a setup file.)
2. Press [Menu], type [4] (**Setup**) (in the Utilities application), or select (**Other**) (in an application other than the Utilities application), and then type [L] (**Load Setup**). The following message box will be displayed.

```
Load Setup information?
[Yes]      [No]
```

3. Select "**Yes**" to retrieve the new system setup from the floppy disk, or select "**No**" to return to the file listing screen without retrieving, and then press [Return]. To cancel, you can also simply press [Cancel].

   If "Yes" is selected, the system setup file on the floppy disk will be retrieved. The message "Please wait..." will be displayed on the screen while the file is being loaded. Once the file has been loaded, the system operation will then change to reflect the new settings, and the display will return to the file listing screen.

NOTE

Different system setups have no effect whatsoever on the data in the actual file. Thus, you can retrieve a new setup even while working on a file, and the data in that file will not be affected by the new setup.

Entering Dates

When you save, copy or rename a file, you are asked to type in a date. This date can then be used to indicate when the file was created or last changed.

The order in which you enter the day, month and year is important. If you enter a date in the incorrect order, it will cause an error to be displayed. The order for entering dates is "Day/Month/Year". For instance, the first of April, 1994 would be entered as 01/04/94.

You can use either of the three characters "/", "-" or "." to separate the days, months and years.

Examples of Correct Dates

01/04/94
01-04-94
01.04.94

Examples of Incorrect Dates

01_04_94	Separator is incorrect
40/04/94	"Day" number is greater than 31
01/20/94	"Month" number is greater than 12
aa/04/94	Alphabetical characters cannot be used

* In the above examples, the incorrect part is underlined.

Appendix

MODEL: FW-560

A. SHORTCUT KEYS

Shortcut keys are key combinations which execute certain commands directly. It is often quicker to use a shortcut key than to select the corresponding command from the menu.

A list of all the available shortcut keys is given below. Most shortcut keys can be used in all of the Font Writer features. If you cannot use a specific shortcut key in a particular feature, this is indicated.

Key Combination	Command Executed	Used in*
Ctrl + A	Add a word to a user's dictionary	WP, SS, AB, LP
Ctrl + B	Add bold attributes to text	WP, SS, LP
Ctrl + C	Copy data	WP, SS, AB, LP
Ctrl + D	Redraw the screen display	WP, SS, LP
	Starts the Self Demonstration	From Main Menu
Ctrl + E	Change alignment to "Centre" alignment	WP, SS, LP
Ctrl + F	Find an occurrence of data	WP, SS, AB, LP
Ctrl + G	Go to a specified place in a file	WP, SS, AB
Ctrl + H	Insert a special character	WP, SS, AB, LP
Ctrl + I	Insert a cell, a row, or a column	SS
	Insert a card	AB
Ctrl + J	Change alignment to "Justified" alignment	WP
Ctrl + K	Spell-check a file	WP, SS, AB, LP
Ctrl + L	Change alignment to "Left" alignment	WP, SS, LP
Ctrl + M	Change the selection status for a card	AB
Ctrl + N	Find next occurrence of data	WP, SS, AB, LP
Ctrl + O	Correct a spelling error	WP, SS, AB, LP
Ctrl + P	Find previous occurence of data	WP, SS, AB, LP
	Prints demonstration document	From Main Menu
Ctrl + R	Change alignment to "Right" alignment	WP, SS, LP
Ctrl + S	Set the character size	WP, SS, LP
Ctrl + T	Set the typeface	WP, SS, LP
Ctrl + U	Add underlining	WP, SS, LP
Ctrl + V	Paste	WP, SS, AB, LP
Ctrl + W	Toggle the screen between WYSIWYG and Draft display	SS
	Toggle the screen between Card and List display	AB
Ctrl + X	Cut	WP, SS, AB, LP
Ctrl + Y	Magnifier	WP, SS, AB, LP
Ctrl + Z	Undo the last action	WP, SS, AB, LP

Key Combination	Command Executed	Used in*
Del	Delete a cell, a row or a column	SS
	Delete the current card	AB
Edit	Toggle the screen between WYSIWYG and Quick Entry mode	WP, LP

* WP = Word Processor SS = Spreadsheet
AB = Address Book LP = Label Printing

In addition, the following shortcut keys can be used for inserting some special characters:

Key Combination	Character
Ctrl + 1	‘ (Open single quotation mark)
Ctrl + 2	“ (Open double quotation mark)
Ctrl + 3	' (Straight quotation mark)
Ctrl + 4	– (Dash)
Ctrl + 7	’ (Close single quotation mark)
Ctrl + 8	” (Close double quotation mark)
Ctrl + 9	" (Straight double quotation mark)

B. EXAMPLES OF CHARACTER ATTRIBUTES

Belows are example of the different kinds of attributes which can be used in Font Writer files to enhance their appearance.

This text is typed in Courier 12 point.
This text is typed in Dutch 12 point.
This text is typed in Swiss 12 point.
This text is typed in Script 12 point.
This text is typed in Futura 12 point.

Normal size	Condensed size
8 point	8 point
10 point	10 point
12 point	12 point
15 point	15 point
18 point	18 point
24 point	24 point
30 point	30 point
36 point	36 point
40 point	40 point
48 point	48 point

This text is a sample of Underline.
This text is a sample of Underline.
This text is a sample of Underline.
This text is a sample of Underline.
This text is a sample of Underline.

This is a sample of **Bold**, *Italic*, Outline, Superscript and Subscript text.

C. SPECIAL CHARACTERS

The following table shows the list of special characters which can be selected using the "Special Character" command.

(1) Typographic

	°	•	¶	§	¡	¿	ª	º	¤	©	®	†	‡	™	…	‘	’	“	”
“	”	–	—	‹	›	«	»	⁼	!!	ff	ffi	ffl	fi	fl	£	¥	Pts	Fr	¢
ƒ	Ø	0	1	2	3	4	5	6	7	8	9	½	¼	¾	⅛	⅜	⅝	⅞	

(2) Greek

Α	Β	Γ	Δ	Ε	Ζ	Η	Θ	Ι	Κ	Λ	Μ	Ν	Ξ	Ο	Π	Ρ	Σ	Τ	Υ
Φ	Χ	Ψ	Ω	α	β	γ	δ	ε	ζ	η	θ	ι	κ	λ	μ	ν	ξ	ο	π
ϱ	σ	τ	υ	φ	χ	ψ	ω	ϵ	ϑ	ϖ	ς	ϰ	φ						

(3) Symbol

•	●	⬤	▪	■	⬛	►	▶	◆	⬥	▲	▼	❙	▌	▮	♥	♣	♦	♠	❤
♣	◆	♠	①	②	③	④	⑤	⑥	⑦	⑧	⑨	⑩	❶	❷	❸	❹	❺	❻	❼
❽	❾	❿	♪	♫	♂	♀	☺	●	○	◘	▮	☼	⌊	⌂	–	►	◄	▼	▲

(4) Ornament 1

✓	◤	➔	➔	➧	◊	➢	➢	❦	➢	♣	☞	☛	✆	☎	✉	✈	✂	✌	✍
♍	♑	♏	♎	♍	♌	♋	♊	♉	♈	[	]	[	]	☙	☙	☙	☙	☙	~
∽	☆	★	☆	✸	✪	❖	✚	✠	✤	✖	✱	✲	✸	✹	✱	✻	✼	✽	☆

(5) Ornament 2

❀	✹	✹	✹	✹	✹	✹	✹	✹	✹	✹	✹	▮	▮	▪	▮	▪	▪

(6) Box

┌	─	┐	┬	╒	═	╕	╥	╓	╥	╖	╘	╤	╛
├	│	┤	┼	╞	╫	╡	╪	╟	╫	╢	╞	╪	╡
└		┘	┴	╘		╛	╨	╙	╨	╜	╘	╧	╛

(7) Arrow

→	←	↑	↓	↔	↕	↨	⇒	⇐	⇑	⇓	⇔	⇕	↗	↘	↖	↙	↔	↕
⎧	⎨	⎩	⎫	⎬	⎭	⎡	⎢	⎤	⎣	⎦	〈	〉	/	\	‖			

(8) Math 1

−	×	÷	±	/	≤	≥	<	>	◁	▷	≠	≮	≒	≡	≢	~	≈	≃	∝
⊗	⊕	⟨	⟩	∴	∵	∃	∀	¬	∧	∨	∈	∋	∉	∪	∩	⊂	⊃	⊄	⊅
⊆	⊇	′	″	·	¨	ⁿ	◊	∂	∇	∞	∽	∠	⊥	ℓ	ℑ	ℜ	ℵ	℘	ℏ

(9) Math 2

√ ∑ ∫ ∮ ∏ ⌡ ⌠ | ⌡ ⌠ −

(10) ASCII Symbol (1 byte code)

!	"	#	$	%	&	'	(	)	*	+	,	-		/		;	<	=	>
?	@	[	\	]	^	_	`	{	|	}	~								

(11) Multi 1

á	à	â	ä	ã	ā	ă	å	ą	æ	Á	À	Â	Ä	Ã	Ā	Ă	Å	Ą	Æ
ć	ĉ	č	ç	ċ	Ć	Ĉ	Č	Ç	Ċ	ď	đ	ḋ	ď	ð	Ď	Đ	Ḋ	Ď	Đ
é	è	ê	ë	ě	ē	ĕ	ę	É	È	Ê	Ë	Ě	Ē	Ĕ	Ę	ǵ	ĝ	ğ	ǧ

(12) Multi 2

ġ	ǵ	Ǵ	Ĝ	Ğ	Ǧ	Ğ	Ġ	ĥ	ħ	Ĥ	Ħ	í	ì	î	ï	ī	ī	ị	ı
ij	Í	Ì	Î	Ï	Ī	Ī	İ	Ị	IJ	ĵ	Ĵ	ḳ	Ḳ	Í	Ĭ	ḷ	ľ	ł	l·
Ĺ	Ĭ	Ḷ	Ľ	Ł	L·	ń	ñ	ň	ñ	ň	ṇ	ṅ	ʼn	Ń	Ñ	Ň	Ñ	Ň	Ṇ

(13) Multi 3

Ṅ	ó	ò	ô	ö	õ	ō	ŏ	ő	ȯ	ø	œ	Ó	Ò	Ô	Ö	Õ	Ō	Ŏ	Ő
Ȯ	Ø	Œ	ŕ	ṛ	ř	ṛ	Ŕ	Ṛ	Ř	Ṛ	ś	ŝ	š	s̄	ṣ	Ś	Ŝ	Š	S̄
Ṣ	ť	t̄	ṭ	ť	t	Ť	T̄	Ṭ	T'	Ŧ	ú	ù	û	ü	ū	ū	ŭ	ů	ű

(14) Multi 4

ṵ	ṷ	Ú	Ù	Û	Ü	Ū	Ū	Ŭ	Ů	Ŭ	Ṵ	Ṷ	ŵ	Ŵ	ý	ỳ	ŷ	ÿ	ỹ
Ý	Ỳ	Ŷ	Ÿ	Ỹ	ź	ž	ẓ	ż	zł	Ź	Ž	Ẓ	Ż	þ	Þ	ß			
´	`	ˆ	¨	¯	˘	¸	¯	˘	°	·	˝			’	‚				
						¸						‚	‘						

D.DOS AND ASCII TEXT FILES

What is DOS?

DOS refers to the basic disk operating system for a personal computer. It is the proprietary name for a set of programs which acts as a link between the computer (often called the "hardware") and the programs that are run on the computer (often called the "software"). Many personal computers use DOS as their operating system.

The two main types of DOS used are MS-DOS (manufactured by Microsoft Corporation) and PC-DOS (manufactured by IBM).

What is an ASCII Text File?

"ASCII" stands for "American Standard Code for Information Interchange". It refers to a standard method for displaying characters and transferring data between computers and associated equipment.

ASCII codes are numbers from 0 to 255. The code numbers from 33 to 127 are used to represent the letters, numerals and punctuation which you can type on a normal typewriter keyboard. The code numbers from 128 to 255 are used for "extended" characters such as accented letters, graphics, and other special characters. The characters which are assigned to these codes can vary.

Generally speaking, an ASCII file is a file which contains only the characters represented by ASCII codes 33 to 127, which includes text, spaces and carriage returns, without any formatting codes. Because 99% of modern-day computers use the ASCII standard for representing characters, it means that they can all read ASCII files.

Extended ASCII Character Code Table

The following table shows a list of extended ASCII characters, along with their hexadecimal equivalents. These ASCII characters can be typed into Font Writer files either directly from the keyboard or by selecting them from the "Special Characters" menu. (Refer to "Inserting Special Characters" on page 50 of the "Word Processor" section for details on inserting special characters.)

	0	1	2	3	4	5	6	7	8	9	A	B	C	D	E	F
0			SP	0	@	P	`	p	Ç	É	á	░	└	╨	α	≡
1			!	1	A	Q	a	q	ü	æ	í	▒	┴	╤	ß	±
2			"	2	B	R	b	r	é	Æ	ó	▓	┬	╥	Γ	≥
3			#	3	C	S	c	s	â	ô	ú	│	├	╙	π	≤
4			$	4	D	T	d	t	ä	ö	ñ	┤	─	╘	Σ	⌠
5			%	5	E	U	e	u	à	ò	Ñ	╡	┼	╒	σ	⌡
6			&	6	F	V	f	v	å	û	ª	╢	╞	╓	µ	÷
7			'	7	G	W	g	w	ç	ù	º	╖	╟	╫	τ	≈
8			(	8	H	X	h	x	ê	ÿ	¿	╕	╚	╪	Φ	°
9	TAB		)	9	I	Y	i	y	ë	Ö	⌐	╣	╔	┘	Θ	∙
A	LF		*	:	J	Z	j	z	è	Ü	¬	║	╩	┌	Ω	•
B			+	;	K	[	k	{	ï	¢	½	╗	╦	█	δ	√
C	FF		,	<	L	\	l	|	î	£	¼	╝	╠	▄	∞	ⁿ
D	CR		-	=	M	]	m	}	ì	¥	¡	╜	═	▌	φ	²
E			.	>	N	^	n	~	Ä	Pt	«	╛	╬	▐	ε	■
F			/	?	O	_	o		Å	ƒ	»	┐	╧	▀	∩	

Font Writer Files and Personal Computers

The Font Writer allows you to save the files you have created onto a floppy disk for further editing or printing by a personal computer which uses the DOS operating system, and also accepts files which have been created on a personal computer. To do this, however, two basic conditions must be satisfied.

Condition 1: The floppy disk which is used to transfer the files must be formatted to a standard DOS format so that it can be read by both the Font Writer and the personal computer.

To use a floppy disk on a DOS computer, you must first format it according to a standard DOS format. The SHARP Font Writer also uses the DOS format for its floppy disks, so this means that a floppy disk which is formatted by the Font Writer can also be used by a DOS computer and vice versa.

There are several different types of formatting available for DOS floppy disks which depend on the size and maximum capacity of the disk being formatted. The Font Writer can use only 3.5" 2DD (double-sided, double density) disks and 2HD (Double-sided, high density) disks. Other types of disks which can be used with DOS computers (such as 5.25" disks, for instance), cannot be used by the Font Writer.

The procedure for formatting a floppy disk for use with the Font Writer is given in "Formatting a Floppy Disk" on page 201 of the "Utilities" section.

Condition 2: The files themselves must also be saved in a format that both the Font Writer and the personal computer can read.

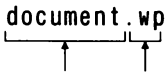
The files which are created using the SHARP Font Writer can be converted into a type of file called an ASCII text file. An ASCII text file is a file which contains only text and spaces, without any formatting. In this format, a file can be read by any kind of word processor. Therefore, files which are transferred between completely different computer programs often need to be in the form of an ASCII text file.

The procedure for saving a Font Writer file as an ASCII text file is given in "Converting a File" on page 199 of the "Utilities" section.

NOTE
The Font Writer does not support hierarchal file structures. This means that it does not recognise sub-directories on floppy disks. If you create a file on a personal computer for converting to a Font Writer file, be sure to save it into the root directory of the floppy disk (i.e. save it directly to "a:\" or "b:\").

Explanation of File Extensions

The names that are given to the files used by the Font Writer actually have two parts. These two parts are the "name" and the "extension".



When you save a file which you have created using any of the Font Writer applications, you are prompted for a name by which to save the file. The "name" section of the file name consists of this name which you enter.

In addition, the Font Writer also adds an extension to the file name. This extension consists of either two or three characters, and is separated from the actual name of the file by a period. The purpose of the extension is to tell the Font Writer what type of file the file is (for instance, whether the file is a Word Processor document, a worksheet, a system setup file, etc.).

The extension is added automatically by the Font Writer in accordance with which application you are using. For instance, if the file being saved is a Word Processor document, the file will automatically be given a ".wp" extension.

File Extensions used by the Font Writer

The following is a list of all the extensions that are used and recognised by the Font Writer system.

.wp	Document file
.ss	Worksheet file
.ab	Address book file
.lp	Label file
.spl	User dictionary file
.fws	System setup data file
.txt	ASCII text file
.wpt	WordPerfect text file
.wk1	Lotus 1-2-3 worksheet file

The following extension is used for files which are used by the Font Writer system. You cannot save and retrieve a file with this extension using the Font Writer.

.mcr	Font Writer demonstration data file

When converting a Font Writer document file to an ASCII text file, the Font Writer automatically gives the converted file a ".txt" extension. When converting to a WordPerfect 5.1 file, it gives the converted file a ".wpt" extension. If a file has a extension that is not used by the Font Writer, the Font Writer will treat it as an ASCII text file or a WordPerfect file.

E. CONVERTING FILES

Files created using the Font Writer have their own unique characteristics which identify them as being Font Writer files. The same is true of files created using other software applications such as WordPerfect and Lotus 1-2-3. In order to transport files between such applications, the files first need to be converted.

When you convert files in this way, the conversion is carried out based on the standard representation of characters as defined by the ASCII character code set. An illustration of the characters in this character set is shown on page 217. As a general rule, this means that only text and basic formatting commands such as tabs, line feed/carriage returns and page breaks are retained in the converted document. Other formatting commands such as page layout and character attribute settings are normally lost during conversion. This is because different software applications have their own unique methods of representing such settings, while the representations for characters and tabs, etc., are basically standard for all software.

For details on how to carry out file conversions, refer to "Converting a File" on page 199 of the "Utilities" section.

Notes on the different types of file conversions are listed below.

Font Writer Document File to ASCII Text File

The following data is converted normally:
* All alphanumeric characters and punctuation
* Control codes such as tabs, page breaks, line feed/carriage returns and hard spaces

The following data is lost during conversion:
* Control codes such as merge codes and soft hyphens
* Character attribute codes
* Tab settings
* All paper size and margin settings

The converted file (ASCII text file) is automatically assigned a ".txt" extension.

ASCII Text File to Font Writer Document File

The following data is converted normally:
* All alphanumeric characters and punctuation
* Control codes such as tabs and line feed/carriage returns

Because ASCII text files do not contain any formatting codes or attribute settings, there are no data losses of this kind when an ASCII text file is converted to a Font Writer file.

For an ASCII text file to be converted, it must have an extension other than one of the extensions which the Font Writer itself uses, and the file must not be a WordPerfect file. (Refer to "File extensions used by the Font Writer" on page 219 of Appendix D for a list of Font Writer file extensions.)

The converted file (Font Writer document file) is automatically assigned a ".wp" extension.

Font Writer Document File to WordPerfect File

The following data is converted normally:
* All alphanumeric characters and punctuation
* Control codes such as tabs, page breaks, line feed/carriage returns, hard spaces, soft hyphens, margin settings, tab settings, line spacing, alignment, headers and footers (only text) and font styles (such as bold and underline)

The following data is lost during conversion:
* Control codes such as merge codes
* Character attribute codes such as shading, indents and typefaces
* Point sizes will be converted not into WordPerfect point sizes, but into relative sizes such as "large" or "very large".
* All paper sizes

The converted file (WordPerfect file) is automatically assigned a ".wpt" extension.

WordPerfect File to Font Writer Document File

The following data is converted normally:
* All alphanumeric characters and punctuation
* Tab settings
* Left and right margin settings
* Control codes such as left-aligned tabs, decimal-aligned tabs, right-aligned tabs, centred tabs, dormant hard returns, hard returns, hard return-soft pages, invisible soft returns, soft returns, hard page breaks, hard spaces, normal hyphens, soft hyphens, line spacing, left justification, centre justification, right justification, full justification and font styles (such as bold and underline)

The following data is lost during conversion:
* Control codes such as merge codes
* Character attribute codes such as indents and base fonts
* All paper size, top and bottom margin settings
* Table and column definitions
* Graphics, equations, figure boxes, etc.

When converting a WordPerfect file to a Font Writer document file, the original WordPerfect file can have any kind of extension, or even no extension.

The converted file (Font Writer document file) is automatically assigned a ".wp" extension.

Font Writer Spreadsheet File to Lotus 1-2-3 Worksheet File

The following data is converted normally:
* All text and values
* All formulas and functions
* All data regarding the number of columns and rows
* Data such as headers, footers and cell alignment

The following data is lost during conversion:
* Character attribute settings
* All paper size and margin settings

The converted file (Lotus 1-2-3 worksheet file) is automatically assigned a ".wk1" extension.

Lotus 1-2-3 Worksheet File to Font Writer Spreadsheet File

The following data is converted normally:
* All text and values
* All formulas
* Functions which have the same name as corresponding Font Writer Spreadsheet functions
* All data regarding the number of columns and rows
* Data such as headers and footers and cell alignment

The following data is lost during conversion:
* Character attribute settings
* All paper size and margin settings
* Functions for which corresponding functions do not exist in the Font Writer Spreadsheet application

You need not convert the Lotus 1-2-3 files using the Utilities application. You can simply retrieve the file in the same way as retrieving a spreadsheet. The conversion is automatically carried out when retrieving. (Refer to "Retrieving a Worksheet" on page 94 of the "Spreadsheet" section.)
The converted file (Font Writer Spreadsheet file) is automatically assigned a ".ss" extension.

NOTE
If the Lotus worksheet size is too big to fit into the Font Writer memory, the part that will fit will be loaded and the rest will be ignored.

If any Lotus 1-2-3 functions are found which cannot be converted into Font Writer spreadsheet functions, these functions will be converted to plain text.

All dates in the Lotus 1-2-3 worksheet file will be retrieved as dates, but the separator symbol will be converted to a hyphen in all cases.

If the Lotus 1-2-3 worksheet file has been password-protected, conversion of the file will not be possible, and the error message "File is password-protected." will be displayed. Press [Return] *to clear the message.*

F. ERROR MESSAGES

Sometimes when you try to carry out an operation, an error message appears on the screen. This is generally because the Font Writer cannot carry out a command because something is missing (e.g. there is no floppy disk in the drive) or because you typed some information which was incorrect (such as an incorrect file name or date).

Some error message boxes ask you to simply press Return. When Return is pressed, the display returns to the condition before you selected the operation which caused the error. In this case, you have the option of making a correct operation or cancelling and returning to the normal editing screen.

Other error message boxes let you select [Yes] or [No]. This kind of message box usually requires you to do something to remedy the error (such as insert a floppy disk) before selecting [Yes]. If you select [No], the operation will be cancelled and you will be returned to the normal editing screen.

A list of all error messages which can appear is given below in alphabetical order, along with the cause of the error and the method of remedying it.

An incorrect item was typed. Please type again.
You typed in data which the Font Writer cannot accept for some reason (for instance, incorrect characters in a file name, or an incorrect date format). Clear the incorrect data and type in a correct value.

Borders can only be drawn when the page size is set to A4 or Letter.
You can only print page borders when the paper setting is A4 or Letter size. Either change the paper size to one of these sizes, or print the document without a page border.

Cannot move or copy outside worksheet.
You tried to copy or move worksheet data to cells which are outside the currently-defined worksheet. Increase the size of the worksheet before copying or moving. (Refer to "Changing the Size of the Worksheet" on page 97 of the "Spreadsheet" section.)

Cannot set up tabs.
A single document can contain a maximum of 256 tab settings. This message will be displayed if you try to make more than 256 tab settings.

Cannot set up the paragraph.
You tried to make a paragraph format setting at the end of the document. Position the cursor at a place other than the last typing position.
Alternatively, you tried to make more than 256 paragraph settings. A single document can contain a maximum of 256 paragraph settings.

Disk is write-protected. Unlock protection and retry?
The disk write protection tab is set to the "write-protect" position, meaning that you cannot save or delete files on that disk. Set the tab to the unlocked position and select [Yes] to continue. (Refer to "Write Protection" on page 202 of the "Utilities" section.)

Disk read/write error.
You tried to remove the floppy disk from the disk drive while the floppy disk is working. Insert the disk and try again. Don't remove the disk while the message "FDD" appears in the status bar. If you did not try to remove it and this message appears, it means that the disk is defective. Discard the defective disk.

File cannot be converted.
The file which you wanted to convert is not in a format which can be converted by the Font Writer. Check what kind of file it is, and if possible, save it in a format which can be converted by the Font Writer (such as a WordPerfect, Lotus 1-2-3 or ASCII text file).

File is password-protected.
The Lotus 1-2-3 worksheet file which you are trying to retrieve is password protected. Remove the password protection in Lotus 1-2-3 before retrieving the file with the Font Writer.

File is too large.
When trying to convert a file, this error message appears if the file to be converted is too large for the Font Writer to successfully convert. If the file was created on an DOS-compatible personal computer, use the personal computer to modify the file so that it is of a size that the Font Writer can successfully convert.

File not found.
There is no file with the name you specified on the floppy disk. Check the contents of the floppy disk, and specify the correct name or change the disk as required.

File version is different.
The Font Writer can convert files which were created using WordPerfect Version 5.1 or lower. If a file was created using a version of software higher than this, the Font Writer will not be able to convert it.

Footer margin is invalid.
The value which was entered for a footer setting is invalid. Clear the value typed and re-type a correct value.

Header margin is invalid.
The value which was entered for a header setting is invalid. Clear the value typed and re-type a correct value.

Illegal file format.
The file which you wanted to retrieve is not a Font Writer file. If it is an ASCII text file, a WordPerfect file or a Lotus 1-2-3 file, it must be converted to Font Writer format before it can be retrieved. (Refer to "Converting a File" on page 199 of the "Utilities" section of this manual.)

Indent value is invalid.
The value which was entered for an indent setting is invalid. Clear the value typed and re-type a correct value.

Insert a sheet of paper.
You tried to print a file when there was no paper inserted into the print mechanism. Set a sheet of paper and press Paper (Ctrl + Cancel) to insert it into the print mechanism before printing.

Install a new ribbon.
The end of the ribbon which is currently installed has been reached. Refer to "Ribbon Cassette" on pages 7 and 8 for instructions on replacing the ribbon cassette.

Invalid horizontal and vertical values.
The value which was entered for the page layout setting is invalid. Clear the value typed and re-type a correct value.

Invalid horizontal value.
The value which was entered for the page layout setting is invalid. Clear the value typed and re-type a correct value.

Invalid vertical value.
The value which was entered for the page layout setting is invalid. Clear the value typed and re-type a correct value.

Memory full.
The file you are currently working with is so big that it has filled all the available Font Writer memory. Either delete unnecessary parts of the file to make it smaller, or divide it into two or more smaller files.

No disk. Insert a disk and retry?
This message appears when you select a command which tries to read the disk in the floppy disk drive (such as "Copy", "Load", "Format Disk", etc.) but no disk has been inserted. Insert a disk and then select [Yes] to continue, or select [No] to cancel.

No merge file has been specified.
You tried to insert merge codes or print a merge or label file without specifying an Address Book file as a merge file. Refer to "Specifying a Merge File" on page 81 (for a document) or on page 188 (for a label file).

No suggestions.
When using the "Corrector" command, this message indicates that the text which you were searching for does not have any candidate words.

Not enough free area on disk. Change disk and retry?
There is not enough room available on the floppy disk to hold the file. Either delete unwanted files from the disk to free up some room, or use a different disk.

Not enough rows in worksheet.
There are not enough rows in the worksheet to hold all of the file being inserted. Delete the part which was inserted, increase the number of rows in the worksheet and then insert the file again.

Not found.
When using the "Find" and "Thesaurus" commands, this message indicates that the text or values which you were searching for could not be found.

Please block the section of text.
The command you selected is not valid unless some text has first been blocked. Block some text first before selecting this command.

Printer Error.
An error occurred with the print mechanism while printing. Turn the Font Writer off and back on again to reset the print mechanism. Then try printing again. If the same error occurs again while printing, contact the SHARP service centre by telephoning 01623 413800.

Range specified is too large.
The area of data which you have blocked is too big to fit into the Font Writer memory buffer. Reduce the size of the blocked area.

Specified card has not been selected. Cannot move.
You try to use the "Go To" command to move to a card that has not been extracted. Release the extraction condition and try again.

Specified field number cannot be found. Print?
While merge printing was being carried out, a field number was found that did not correspond to a field in the merge file.

The measurement must be the following.
If you type in a setting which is outside the allowable range for that setting, this message will be displayed. Delete the incorrect setting and type in a new setting which is within the range specified below the message.
This value only applies to the item which is currently being input, so that if you then enter the current margin or indent values, other value settings may then result in errors occurring. In this case, you will need to check that all values overall are correct.

This file name is not available.
You tried to save the file under the name "$backup" which is reserved for system backup files. Use a different name to save the file.

Too many character attributes.
A single document can contain a maximum of 512 character attribute settings. This message will be displayed if you try to make more than 512 character attribute settings.

Too many characters. Maximum is 240 characters.
One cell or one field can contain up to 240 characters. If the number of characters is increased by a command such as "Replace", "Corrector" or "Thesaurus", this message will appear. Reduce the number of characters in the cell or field.

Too many tabs set.
Each tab setting can contain a maximum of 24 individual tabs. If you try to insert any more tabs, this message will be displayed.

Unknown disk format.
The floppy disk in the floppy disk drive has not been formatted. Format it first before using it. (Refer to "Formatting a Floppy Disk" on page 201 of the "Utilities" section.)

User's dictionary full.
The user's dictionary can store a maximum of 200 words. If this many words are already in the file, either delete unnecessary words (refer to "Deleting Words from a User's Dictionary" on page 73 of the "Word Processor" section), or save the dictionary file onto a floppy disk if necessary and then load a different user's dictionary into the memory (refer to "Loading a User's Dictionary" on page 75 of the "Word Processor" section).

You must specify a sort key.
Sorting is carried out on the basis of a "key". If this key is not specified, sorting cannot be carried out. Refer to "9. SORTING" on page 131 of the "Spreadsheet" section for details on setting the sort key.

G. TROUBLESHOOTING

If there seems to be a problem with the operation of the Font Writer, check the following table before calling for service. If the problem persists after you have checked all the possibilities below, contact the place of purchase or the SHARP service centre by telephoning 01623 413800.

Problem	Cause	Remedy
Nothing happens when the power is turned on.	The power cord is not inserted into the power point.	Insert the power cord into the power point.
Nothing is visible on the screen.	The screen contrast has been set too dark or too light.	Adjust the screen contrast using the contrast adjustment control.
When printing, characters are missing or broken.	The ribbon cassette has not been installed correctly.	Check that the ribbon cassette is installed correctly.
Printing is faint or of poor quality.	The ink ribbon is used up.	Replace the ribbon cassette.
	"Normal" printing mode has been selected.	Change the printing mode to "Fine".
	Incorrect print darkness setting.	Check the density setting in the Print dialogue box.
	Paper surface is too rough.	Use a paper with a smoother surface.
The Font Writer will not read the floppy disk in the disk drive.	The disk has not been formatted.	Format the floppy disk before use. (Refer to "Formatting" a Floppy Disk" on page 201.)
	The disk is defective.	Discard the disk.
The floppy disk cannot be formatted.	You tried to format a 2DD disk as a 2HD disk or vice versa.	Select Disk Type to match the floppy disk which is in the drive.

H. GLOSSARY

2DD
Signifies a double-sided, double-density and double-track floppy disk. Disks of this type can store 720 kilobytes, or approximately 730,000 characters of information.

2HD
Signifies a double-sided, high-density and double-track floppy disk. Disks of this type can store 1.44 megabytes, or approximately 1,457,000 characters of information.

Absolute cell reference
If a formula or function contains absolute cell references, these addresses always refer to the same cell, and do not change if the formula or function is copied or moved. (Compare "relative cell addresses".)

Alphanumeric character
A character which is either a letter of the alphabet (such as "a", "b" or "c"), or a numeral (such as "1" or "2").

ASCII code
"ASCII" stands for "American Standard Code for Information Interchange". It refers to a standard method for displaying characters and transferring data between computers and associated equipment by assigning a unique number to each character. These numbers range from 0 to 255.

ASCII file
An ASCII text file is a file which contains only characters which are represented by ASCII codes, without any formatting codes.

Attribute
A setting that changes the size or appearance of characters. Bold, underline, typeface and point size are all attributes.

Backup
A backup is a copy of the file you are currently working on which is saved automatically on the floppy disk. If you accidentally lose your file without saving it, you can sometimes use the backup to restore some or all of the lost data.

Blocking
Selecting a range of data to apply an operation to.

Buffer
A buffer is a special memory which stores data while it is being transferred from one place to another. For instance, when you copy text, it is stored in a buffer and is retrieved from this buffer when it is pasted.

Byte
A byte is the basic unit by which computers store characters. It is roughly equal to one character.

Card Display mode
One of the display modes in the Address Book. In this mode, all the data for a single card is shown on the screen at one time. Compare "List Display" mode.

Cell
A cell is the place in a worksheet where a column intersects with a row. Cells hold the data which you enter into the worksheet.

Cell address
This is the name by which each cell is referred to. It comprises the letter of the column in which the cell is located, followed by the number of the row.

Cell pointer
This is the highlighted box which shows which cell you are now working with.

Cell reference
A cell reference is simply a cell address which is contained in a formula or function.

Check box
Check boxes are small squares which appear to the left of some items in dialogue boxes. If a check box is filled in, it means that the item next to the check box has been selected. If it is empty, the item has not been selected.

Code
All characters are technically codes. More specifically, however, a code is sort of like an invisible character which affects other characters which are on the screen without actually being visible itself. "Control codes" are good examples of this.

Column
A vertical line of cells in a worksheet.

Condensed attribute
This attribute reduce the character width to approx. 2/3 of the normal width.

Control code
Control codes are pieces of information other than text which appear in a file. They include return code (the Return character) and attribute setting codes. Control codes cannot be printed out.

Cursor
The small box which appears on the screen indicating your current place in the document. If you type some text, for instance, the text will be inserted at the place where the cursor is positioned.

Cut
To delete data from a file. Data which has been "cut" can then be copied back into the file by "pasting".

H GLOSSARY

Data input line
This is the line at the top of an address book file or a worksheet which holds the data you've just typed before it is inserted into a field or a cell. When you move the pointer to a field or a cell, the contents of that field or cell are displayed in this line also.

Default
Values or conditions which are present when you turn on the power or start using the Font Writer for the first time. These settings are always active unless you change them.

Destination disk
A floppy disk onto which information is to be written or copied.

Destination file
This refers to a file which has been created by copying another file. Compare "source file".

Dialogue box
A box which appears on the screen after some commands are selected. Dialogue boxes contain spaces where you have to type in information or make choices in order for the command to be executed.

Disk capacity
The maximum amount of space available on a disk for storing files.

Disk file
When combining two files, the file which is still stored on disk is called the "disk file". Compare "on-screen file".

Disk operating system
The set of programs which acts as a link between the machinery of a computer (such as the disk drive) and the programs that are run on the computer.

Double-density
See "2DD".

Double-sided
See "2HD" or "2DD".

Draft mode
One of the display modes in the Spreadsheet. In this mode, the data which you enter will all be displayed in the same typeface, same point size, no shading and no borders. This mode is useful for speedy editing. Compare "WYSIWYG mode".

Edit mode
This mode refers to the mode where data which has already been entered into a cell or field is edited. The data being edited appears in the "data input line".

Error message
A message which appears when the Font Writer cannot continue a task because an error occurred.

Extended characters
ASCII characters which have an ASCII code between 128 and 255.

Extension
See "File extension".

Extracting (cards)
Selecting cards from an address book file which contain certain data which you can specify.

Field
A single area in an address book card which holds information.

Field title
The name given to a field in an address book card. All cards in a single address book file will always have the same field titles.

File extension
A group of up to three characters which are added to the end of a file name to identify what kind of file the file is. File extensions are separated from file names by a period.

File format
The form in which a file has been saved so that it can be used by a particular variety of "software". Files which are saved in Font Writer format can only be used by the Font Writer.

File listing
A list of all the files contained on a floppy disk, along with the file sizes and dates.

File name
A string of up to eight characters which is given to a file in order to identify it.

Fine quality
The print setting for the final version of a document. (Compare "normal quality".)

Floppy disk drive
The mechanism at the right side of the Font Writer which you insert the floppy disk into.

Font
This refers to the combination of the "typeface" and "point size" of text. "Courier 12 point" is an example of a font.

Footer
One line of text that appears at the bottom of each page of a text when it is printed. Footers are often used for page numbering.

Formatting a document
Arranging the data in a file so that it is easy to read and attractive in appearance when it is printed out. Examples of formatting operations include inserting margins and tabs and adding attributes.

Formula
A combination of "values", "cell addresses" and "operators". Formulas are used to calculate totals based on the data in cells.

Free Area
The amount (area) of unused space on the floppy disk.

Function
Functions are basically complex "formulas". The "operator" consists of a word such as "SUM" or "COUNT" which is preceded by a "@" sign.

Hard space
A space which you can insert between two words to prevent those words from being separated by word wrapping at the right margin.

Hardware
The mechanical part of a computer or word processor. Compare "software".

Header
One line of text that appears at the top of each page of a document when printed.

Hierarchal file structure
The combination of a "root directory" and sub-directories. The Font Writer does not recognise files which are stored in hierarchal file structures.

High-density
See "2HD".

IBM-compatible
This is a general computer term which refers to computers which use the DOS "operating system". Computers which are IBM-compatible can generally read files which have been created using other IBM-compatible computers.

Indent
The general meaning of "indent" is to set the first line of a paragraph in from the left margin. However, with word processors, an indent normally refers to a "paragraph" indent that sets a temporary left margin so the cursor moves to the left indent position every time a word wraps to the next line.

Initialisation (Formatting)
Preparing a floppy disk to receive data. The operation consists of checking the disk for defects, separating it into "partitions" and writing some data onto the disk for access purposes.

Invalid Character
A character which cannot be used, eg a space in a file name.

Iteration
When the Spreadsheet recalculates the current worksheet, this is the actual number of times all of the totals in the worksheet are recalculated.

Justification
Adding spaces between words to align text with both the left and right margins.

Key
The item of data which is used as the basis for sorting.

Kilobyte
1,024 bytes. Symbol: KB.

Landscape Paper
A piece of paper whose vertical sides are shorter than its horizontal sides. (Like in a landscape photograph).

Line spacing
The amount of blank space between lines of typed text.

List box
A box which contains a list of different selections which you can choose. The section in the "Character" dialogue box which shows the different typefaces that can be selected is an example of a list box.

List Display mode
One of the display modes in the Address Book. In this mode, the data for multiple cards in the address book file is displayed on the screen, with one card taking up one line. Compare "Card Display" mode.

Loading
To retrieve a file such as a "user's dictionary" from a floppy disk into the system memory in order to use it for spell checking or printing.

Logical operator
These "operators" check for certain conditions which may or may not exist between two values or strings of text. If the condition is "true" the result of the comparison is "1"; if the condition is "false", the result of the comparison is "0".

Margin
The area from the edge of the page to the edge of the text.

Megabyte
1,048,576 bytes. Symbol: MB

Memory
The part of the system that holds files while they are being created or edited. If a system has a large amount of memory, it can store larger files than a system with a small amount of memory.

Menu
See "pull-down menu".

Menu bar
The line at the top of the screen which contains the menu names indicating the different "menus".

Merge code
A code which you can insert into a Word Processor document or a label file in order to include data from an address book file during "merge printing". See also "merge file".

Merge file
An address book file which has been specified as the file to use in "merge printing". The data in a merge file is incorporated into the file being printed by means of "merge codes."

Merge printing
Printing a document or label file using "merge codes" to incorporate data from a "merge file".

Normal quality
The print setting for draft versions of a document. (Compare "fine quality".)

OHP Film
A transparent film on which you can print and then use on an overhead projector.

On-screen file
When combining two files, the file which is currently being displayed on the screen is called the "on-screen file". Compare "disk file".

Operator
A symbol which signifies an operation to be carried out on one or more values or strings of text. Addition and multiplication signs, "greater than" signs and logical arguments are examples of operators.

Page break
A place in a text where one page ends and another begins. Automatic page breaks are set automatically according to the format (page length) you are using. You can, however, insert a manual page break where you want the text that follows to be printed on the next page.

Page offset
When printing page numbers, the numeral you would like to use as the page number for the first page.

Paragraph
A section of text which ends with a return code or page break code.

Parameter
An item of information which is used by a function to evaluate a result. Parameters usually consist of text, values or cell addresses.

Paste
To insert data which has been copied or cut into a file.

Point size
A system of measurement traditionally used by printers to measure the height of a typeface. One point is approximately 1/72 inch (0.353 mm).

Pointer
This is the highlighted box which shows which field you are now working with.

Portrait Paper
A piece of paper whose vertical sides are longer than its horizontal sides. (As in a portrait photograph)

Pull-down menu
A list of options from which you select the operation or command you wish to use.

Quick Entry mode
One of the display modes in the Word Processor. In this mode, the text which you type first appears in a line at the bottom of the screen, and is entered into the main document when you press [Block], [↑], [↓] or [Ctrl] + [D]. Compare "WYSIWYG" mode.

Radio button
A radio button is the small circle to the left of some items in dialogue boxes. If this circle is filled in with a black dot, it means the item is selected. If the radio button is empty, the item is not selected.

Range
A rectangular area of a worksheet.

Read (disk)
The process of retrieving information from a floppy disk.

Relative cell reference
If a formula containing relative cell references is copied from one cell to another, these relative cell addresses are automatically updated to calculate totals based on the new position of the formula or function, rather than on the old position. (Compare "absolute cell reference".)

Retrieve
To take a file from a floppy disk and display it on the screen in order to make additions or corrections to the file or to print it.

Right alignment
A function that aligns text with the right margin.

Root directory
The initial section which a floppy disk uses to store its files. It can be subdivided into "sub-directories", but the Font Writer cannot read files which are in such sub-directories.

Row
A horizontal line of cells in a worksheet.

Saving
To write information stored in the system memory onto a floppy disk.

Scrolling
Moving the text on the screen up or down to view other parts of the text which are not being displayed on the screen.

Separator
A character such as a tab code or comma which separates text from other text. Separators are used when importing an ASCII text file into a worksheet to separate the data in different columns and rows from each other, for instance.

Serial number
A number which is used to calculate dates for using in functions. Serial numbers are counted in sequence, with January 1, 1900 being equal to "1".

Shortcut key
A single key or key combination which activates a command. Using shortcut keys can sometimes be quicker than selecting a command from a pull-down menu.

Soft hyphen
A hyphen which is not normally visible in a word, but which becomes visible when a word is wrapped at the right margin at the place where the soft hyphen is inserted.

Software
The programs that cause a computer or related device to operate. The Font Writer applications are examples of software. Compare "hardware".

Source Disk
A floppy disk from which information is to be taken. eg a file would be copied from a source disk to a destination disk.

Source file
This refers to a file stored on a floppy disk which is to be copied. Compare "destination file".

Status bar
The line at the bottom of the screen which shows the file name, current font and other information such as current attribute settings and remaining memory.

String
A group of characters which are placed together and are treated as text.

Sub-directory
A term used in the DOS operating system to refer to a division of the floppy disk which organises the storage of files on a disk. Compare "root directory".

Subscript
A number, letter or symbol printed slightly below and immediately to the right of another letter or number. For example: H_2O

Superscript
A number, letter or symbol printed slightly above and immediately to the right of another letter or number. For example: X^2.

Syntax
The rules of grammar for formulas and functions in worksheets. They include such things as specifying the necessary number of parameters, including both opening and closing brackets, and entering either text or values when appropriate.

System File
A special type of file which is used by the Font Writer's operating system.

System setup
The settings which specify some of the conditions under which the Font Writer applications operate. For instance, specifying whether automatic backups of files are made or what characters are to be used to separate thousands are examples of system settings.

Text
Data which includes alphabetical characters but which cannot be used to calculate totals. Normal words and sentences are all considered as text, but values, formulas and functions in the Spreadsheet application are not regarded as text.

Text file
See "ASCII file".

Text input line
The line at the bottom of the screen in "Quick Entry mode" in the Word Processor application in which the text which is typed first appears.

Thesaurus
A list of words and phrases which are grouped together by meaning, rather than in alphabetical order as is the case with a dictionary. A Thesaurus is useful for finding synonyms or words of similar meaning.

Title column
A column of data in a worksheet which stays in one place on the screen and does not move when other data in the worksheet is scrolled to the left or right of the screen.

Title row
A row of data in a worksheet which stays in one place on the screen and does not move when other data in the worksheet is scrolled up or down the screen.

Toggle
Switching from one thing to another and back again, generally by pressing a single key or key combination. Pressing [Ctrl] + [W] to switch between Card Display mode and List Display mode in the Address Book application is an example of a toggle.

Top margin
The area from the top edge of the paper to the first line of the printed text.

Typeface
The general shape of characters. Dutch is an example of a typeface which is used in the Font Writer.

User's dictionary
The user's dictionary is a file that you create by adding words that are not included in the main Font Writer dictionary. Personal names, geographical names, and technical terms are examples of terms which are often added to a user's dictionary.

Valid File Name
see File names Valid File names.

Value
In the Spreadsheet application, "values" refer specifically to numbers which can be added, subtracted or multiplied, etc.

Volume name
A string of up to 11 characters which can be entered as the name to identify a floppy disk.

Word wrapping
The automatic movement of words to the next line when you reach the right margin while typing.

Worksheet
The special term for a file which is created and edited using a spreadsheet program such as the Font Writer Spreadsheet application.

Write (disk)
The process of saving or storing information onto a floppy disk.

Write protection
The procedure that prevents data from being accidentally deleted or overwritten. Write protection is activated and released by moving the write-protection tab on the reverse side of the disk.

Write-protect tab
A moveable plastic slide in the corner of a 3.5" micro floppy disk. The position of the tab determines whether the disk is write-protected or not.

WYSIWYG
Stands for "What You See Is What You Get", and refers to a screen display mode in which the layout of a file as it appears on the screen is identical or nearly identical to the layout of the file when it is printed. Compare "Quick Entry mode" or "Draft mode".

I. SPECIFICATIONS

PRINTER	
Print Method	Thermal Transfer Plain Paper Printing
Print Speed	70 cps (Normal mode) 40 cps (Fine mode) Note: When the single-stike ribbon for OHP film is used, the print speed becomes 70 cps, independent of the mode setting.
Paper Capacity	11.69 inches (297 mm)
Print Capacity	9 inches (228.6 mm)
Built-in typefaces	5 (Courier, Dutch, Swiss, Script, Futura)
PAPER	
Size	Width: min. 3.72 inches (94.5 mm) — max. 11.69 inches (297.0 mm) Height : min. 3.72 inches (94.5 mm) — max. 16.53 inches (420.0 mm)
Thickness	Approx. 70 – 100 micron
Weight	Approx. 60 – 90 g/m_2
DISPLAY	Liquid Crystal Display 480 x 64 dots
MEMORY	30 KB Text Memory
DISK DRIVE	
Type	Built-in 3.5-inch Micro Floppy Disk Drive
Format	*DOS disk format compatible
Capacity	1.44 MB (2HD type) or 720 KB (2DD type).
KEYBOARD	
Keys	69 keys (45 Alphanumeric Keys)
SPELLING DICTIONARY	
Main Dictionary	Approx. 80,000 words
User's Dictionary	Approx. 200 words
Thesaurus	Approx. 7,200 entry words and approx. 19,000 synonyms
POWER	Approx. 50 watts, 240 V AC (±10%), 50Hz
ENVIRONMENT	
Operating Temperature	10 to 35°C (50 to 95°F)
Ambient Humidity	30 to 80% R.H., W/O condensation
DIMENSIONS	396 (W) x 360 (D) x 95 (H) mm
WEIGHT	Approx. 5.0 kg

I SPECTIFICATIONS

OPTIONAL SUPPLIES	
ZX-2TS1BK	Single-Strike Ribbon Cassette (dual pack) Approx. 60,000 characters per cassette
ZX-2TM1BK	Multi-Strike Ribbon Cassette (dual pack) Approx. 123,000 characters per cassette
ZX-2TF1BK	Ribbon Cassette for OHP film (dual pack) Approx. 41,000 characters per cassette
S16	A4 Label sheets (8 x 2 labels per sheet) (200 x A4 sheets)
S24	A4 Label sheets (8 x 3 labels per sheet) (200 x A4 sheets)
	* The number of characters per cassette is based on printing using Courier 12pt.

As a part of our policy of continuous improvements, SHARP reserves the right to make design and specification changes for product improvement without prior notice. The performance specification figures indicated are nominal values of production units. There may be some deviations from these values in individual units.

Supplies can be obtained by contacting the parts centre of SHARP Electronics UK Phone 0161 682 1415.

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MEMO

SHARP

FONT WRITER AFTER SALES GUIDE

Thank you for purchasing the Sharp Font Writer. This page provides you with information on the warranty offered, what to do in the event of any difficulties operating the machine, and how you may avail yourself of the repair service available in the unlikely event of the machine malfunctioning.

WARRANTY

For users of the Sharp Font Writer on the UK Mainland your purchase includes a 12 months, return to workshop, parts and labour warranty. Off-shore users must return the machine to the mainland at their cost, or via the sales outlet from whom they purchased the machine.

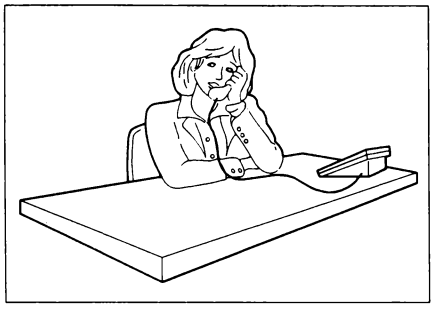
FONT WRITER OPERATION

This manual provides you with all the information you will require to get the best out of your Sharp Font Writer. Please read the relevant sections of this manual in order to achieve your desired results. Should you experience any difficulties however, advice is available from Sharp Customer Information Centre on **0345 125387**.

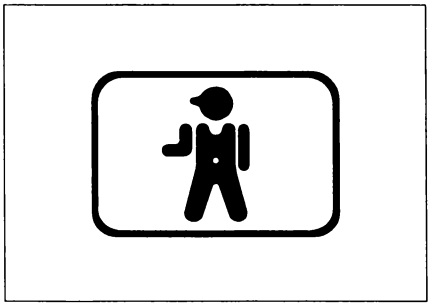
PROBLEMS?

Should you experience any problems with the machine, please refer to the "ERROR MESSAGES" and "TROUBLESHOOTING" sections at the back of this manual. If the trouble persists then contact Sharpserv on 01623 413800, who will arrange for the repair of the machine. The machine will be collected from your home or place of work at our expense. Refer to the next page for details. Please retain your original carton and packing material to use in the event of the machine requiring service. Refer to the overleaf page for packing details. (Alternative packaging may be obtained for a small fee from Sharpserv.) Proof of purchase or guarantee registration will be required to obtain free of charge repair.

FOR OPERATIONAL ASSISTANCE
PHONE 0345 125387



FOR SERVICE
PHONE 01623 413800



FOR GENUINE SHARP SUPPLIES
PHONE 0161 682 1415

SHARP

FONT WRITER REPAIR SERVICE

REPAIR ARRANGEMENTS

Sharp has established a dedicated Service Centre for the repair of Sharp Font Writers. This Centre has all the necessary expertise to ensure that should your Font Writer require attention, it can be repaired professionally. The Sharp Font Writer Repair Service includes collection of your equipment from your home or business address by courier, prompt expert attention to your Font Writer, and return to you by courier.

Your Font Writer guarantee covers faults due to defective materials or workmanship for 12 months from the date of purchase. Where the fault is the result of misuse, negligence, or inexpert repair, we reserve the right to make a charge to cover the extra costs involved.

Details of repair charges for Font Writers outside the guarantee period can be obtained by telephoning 01623 413800.

HOW TO RETURN YOUR UNIT

a) Please complete the Font Writer Fault Report sheet inserted prior to the back cover of this manual and enclose it with your unit. Your original invoice or other proof of purchase must also be enclosed to qualify for all under guarantee repairs unless you have previously registered your Font Writer, using the guarantee registration card supplied.

b) Pack your unit in its original carton, using the original polystyrene packing material, or use alternative packing which will prevent any damage during transit. This may be obtained for a small fee from Sharpserv.

c) Contact Sharpserv on 01623 413800. Arrangements will be made with you to collect your Font Writer from the weekday address of your choice. Please note that you may be liable for the cost of abortive attempts to collect.

d) The address slip attached to the bottom of the Font Writer Fault Report sheet found prior to the back cover of this manual should be fixed to the outside of the sealed carton.

RETURN OF YOUR UNIT

Following the completion of the repairs to your Font Writer, Sharpserv will telephone you on the number which you enter on the Fault Report to arrange delivery.

FONT WRITER - FAULT REPORT

Please complete the details below and return the form with your unit.

PRODUCT DETAILS

Model Serial Number .....

SYMPTOM(S)

RETURN DETAILS

Your Name

Your Address

Post Code Telephone

Please detach the address slip below and attach it to your unit carton.

Please cut along broken line

SHARP FONT WRITER REPAIR SERVICE,
SHARPSERV,
SHARPSERV HOUSE
UNION STREET
MANSFIELD
NOTTINGHAMSHIRE
NG18 1RP

IMPORTANT:
The wires in this mains lead are coloured in accordance with the following code:

BLUE:	Neutral
BROWN:	Live

As the colours of the wires in the mains lead of this apparatus may not correspond with the coloured markings identifying the terminals in your plug proceed as follows.

The wire which is coloured **BLUE** must be connected to the terminal which is marked with the letter **N** or coloured black.

The wire which is coloured **BROWN** must be connected to the terminal which is marked with the letter **L** or coloured red.

This apparatus must be protected by a 3A fuse in the mains plug or distribution board.

CAUTION:
Do not connect the live (brown) wire or the neutral (Blue) wire to the earth terminal at your 3 pin mains plug.

The socket outlet shall be installed near the equipment and be easily accessible.

Keep all parts of the body, clothing and jewellery away from the printer area during use.

The Spelling portion of this product is based on Proximity Linguistic Technology.
THE PROXIMITY/COLLINS LINGUIBASE
© Copyright 1984 All rights Reserved Proximity Technology Inc.
© Copyright 1984 All Rights Reserved William Collins Sons & Co. Ltd.

This equipment complies with the requirements of Directives 89/336/EEC and 73/23/EEC as amended by 93/68/EEC.

SHARP ELECTRONICS (U.K.) LTD.
MANCHESTER,

TINSE5695HHZZ